



# Visayas State University

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## Office of the President

2 January 2012

**MEMORANDUM NO. 52**

Series of 2012

**T O: Ms. Cynthia Dolores V. Godoy**

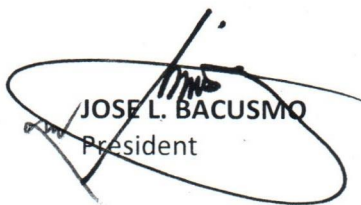
**R E: Designation as Head of the Central Analytical Service Laboratory (CASL)**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the VP for Research and Extension, you are hereby designated Head of the Central Analytical Service Laboratory (CASL) effective January 2, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

As Head, you are expected to perform the following duties and responsibilities:

- Take charge of the operation and management of the laboratory
- Supervise the work of the support staff
- Submit to OVPRE quarterly progress report including the physical and financial status of the laboratory
- Present the annual accomplishments and plans of the laboratory during the year-end consultative forum with unit heads under OVPRE

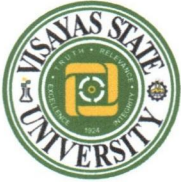
Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: OVPRE OVP  
OVPRG OVPAF  
OUS Deans  
ODF/Budget Directors  
ODAHRD PRPEO  
IASO Accounting  
COA Cash  
Records File

to: INDAY M.

APR 27  
1-13-12



VISAYAS STATE UNIVERSITY  
**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION**

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January 01, 2012

Dr. Jose L. Bacusmo  
President  
Visayas State University  
Visca, City of Baybay  
Leyte

Dear Dr. Bacusmo:

In my capacity as Vice President of Research and Extension, I hereby recommend the renewal of the designation of Ms. Cynthia V. Godoy as Head of the Central Analytical Service Laboratory (CASL) from 01 January to 31 December 2012.

As Head of the Unit, she is expected to perform the following duties and responsibilities:

- Takes charge of the operations and management of the laboratory
- Supervises the work of the support staff
- Submits quarterly to OVPRE the progress reports including the physical and financial status of the Laboratory
- Presents annual accomplishments and plans for the laboratory during the year-end consultative forum with units head under OVPRE

Very truly yours,

*Othello B. Capuno*  
OTHELLO B. CAPUNO  
Vice President, R & E

