



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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website: www.vsu-visca.edu.ph

Office of the President

14 March 2011

MEMORANDUM NO. 110

Series of 2011

T O: Dr. Renezita S. Come

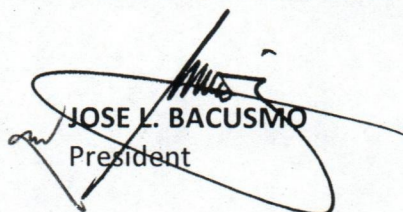
**R E: Designation as College Secretary of the College of Forestry
and Natural Resources**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Forestry and Natural Resources effective immediately until December 31, 2011 or unless sooner revoked or terminated by higher authorities.

The responsibilities of the said position are as follows:

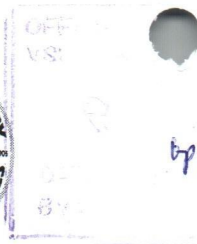
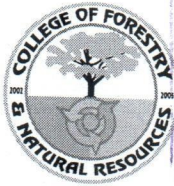
1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Personnel Committee and other important committees of the College.
3. Prepares annual academic and co-curricular activities of the College subject to the approval by appropriate bodies.
4. Monitors the progress of subjects in the College.
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA
OVPAF
OVPPRG
OVPRE
OUS
ODAHRD/PRPEO
Registrar
Directors
Deans
Accounting
Records
File

OFFICE OF THE DEAN



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January 1, 2011

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

Thru: Dr. Oscar B. Posas
VP for Academic Affairs

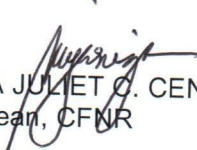
Sir:

This is to endorse the appointment of Dr. Reneza S. Come as College Secretary of the College of Forestry and Natural Resources effective January 1, 2011 until December 31, 2011 with the following responsibilities:

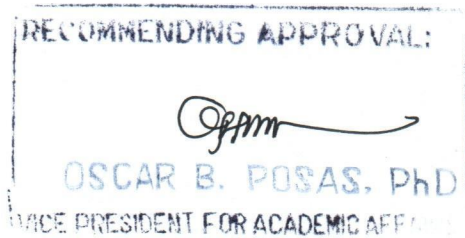
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4. Monitors the progress of subjects in the College.
5. Performs other duties that may be assigned by the Dean.

Hoping for your favorable consideration.

Very truly yours,


MARIA JULIET C. CENIZA
OIC-Dean, CFNR

cc: R.S. Come
T.A. Patindol
A.E. Pasa
File



Approved:

