



Visayas State University

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Philippines

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Office of the President

30 June 2011

MEMORANDUM NO. 165

Series of 2011

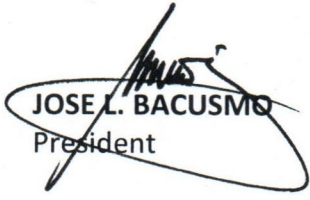
T O: Miss Teresita P. Juanero

R E: Designation as Head, Office of Administration & Finance, VSU-Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon the recommendation of Prof. Felipe S. Casas, you are hereby designated Head, Office of Administration and Finance, VSU – Villaba Campus effective June 1, 2011 to May 31, 2012 or unless sooner revoked or terminated by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

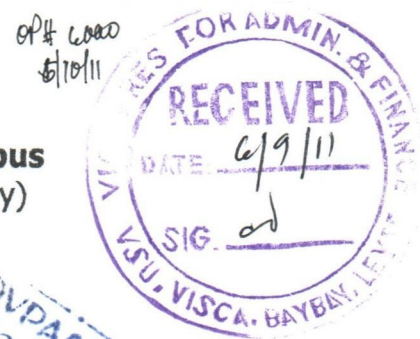
Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Prof. Felipe S. Casas
VSU-Villaba Campus
OVPAA
OVPAF
OVPPRG
OVPRE
OUS
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File



VISAYAS STATE UNIVERSITY – Villaba Campus
(College of Education and Agricultural Technology)
Villaba, Leyte, 6537, Philippines



June 1, 2011

DR. JOSE L. BACUSMO
University President
VSU-Main Campus
Visca, Baybay, Leyte

Thru: DR. ROBERTO C. GUARTE
Vice President, Administration and Finance
VSU-Main Campus
Visca, Baybay City

Sir:

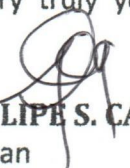
I have the honor to highly recommend Miss Teresita P. Juanero, Administrative Officer II as Head, Office of Administration and Finance of the Visayas State University-Villaba Campus, effective June 1, 2011 to May 31, 2012.

Miss Juanero will replace Dr. Merlita D. Veloso a faculty previously designated to the position, to harmonize the organizational set-up of VSU-Villaba with the other satellite campuses. She occupies the highest rank among the administrative personnel and possesses qualities of a good leader; hence this recommendation.

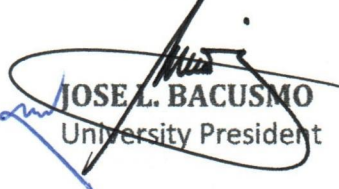
May this merit your kind consideration and approval.

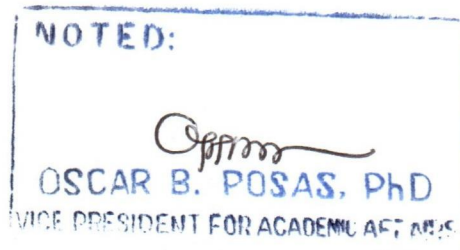
Thank you and more power.

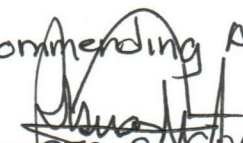
Very truly yours,


FELIPE S. CASAS
Dean

Approved:


JOSE L. BACUSMO
University President



Recommending Approval:

ROBERTO C. GUARTE
VP for Admin & Finance