



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph

Office of the President

18 March 2013

MEMORANDUM NO. 45
Series of 2013

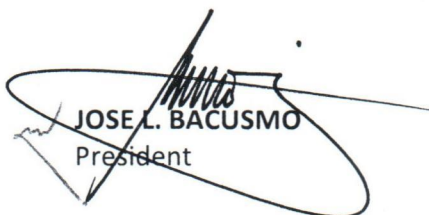
T O: Dr. Othello B. Capuno
Mrs. Roberta C. Lemos
Dr. Lourdes B. Cano
Ms. Teresita L. Quiñanola
Dr. Luz O. Moreno
Prof. Daniel M. Tudtud Jr.
Ms. Asteria A. Sevilla

R E: Constitution of the Suggestion and Incentive Awards Committee

With Dr. Othello B. Capuno as Chairperson and Ms. Asteria A. Sevilla as Secretary, please constitute yourselves into the Suggestion and Incentives Awards Committee of the university to screen, review documents and recommend VSU's nominees to the Honors and Awards Program of the Civil Service Commission under the Outstanding Performance Category.

The university's nomination and the documents in support of the same should be submitted to the Civil Service Commission on or before March 31, 2013.

Please be guided accordingly.


JOSE L. BACUSMO
President