



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; email: op@vsu.edu.ph

Office of the President

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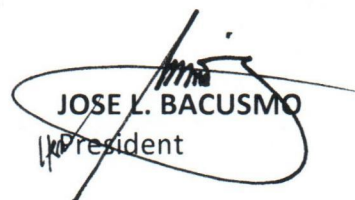
T O: Mr. Louis P. Prado

**R E: Designation as Full-time Technician for the Department of
Development Communication**

With the expediency of your services, you are hereby designated as full-time technician for the Department of Development Communication effective immediately. Your responsibilities are as follows:

1. Take charge of the maintenance of the computer facilities at the Department;
2. Provide demo classes on the operation of the equipment; and
3. Perform other functions as may be assigned by the DDC Department Head.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI
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