



**VISAYAS**  
STATE UNIVERSITY

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August 1, 2017

**MEMORANDUM No. 307**

Series of 2017

**TO : Department Heads, Project/Program Leaders, Center Directors, External Campus Deans**

**RE : Submission of List of Conducted Trainings**

Please submit a list of all trainings conducted from January-December 2016 in your respective units. This is an urgent and necessary document pertinent to the granting of the Performance-Based Bonus.

Please fill-out and submit the attached form on August 2, 2017.

For your immediate compliance.

  
**EDGARDO E. TULIN**  
President

**Vision:** *The premier university of science and technology in the Visayas.*

**Mission:** *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*