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**Visayas State College of Agriculture  
Baybay, Leyte**

**OFFICE OF THE PRESIDENT**

18 January 2000

Memorandum No. \_\_\_\_\_  
Series 2000

TO :	Prof. Efren B. Saz	- Chairman
	Dr. Dolores L. Alcober	- Member
	Dr. Jose M. Alkuino	- Member
	Dr. Edwin E. Balbarino	- Member
	Prof. Editha G. Cagasan	- Member
	Dr. Julita A. Gapuz	- Member
	Dr. Henry Y. Gultiano	- Member
	Dr. Anthony V. Israel	- Member
	Engr. Danilo Palang	- Member
	Dr. Marcelo A. Quevedo	- Member
	Dr. Guindolino R. Gerona	- Ex-OFFICIO Member

FR :  **PACIENCIA P. MILAN**  
President

**RE : CREATION OF THE AD HOC EXTENSION REVIEW/ASSESSMENT  
COMMITTEE AND THE APPOINTMENT OF ITS MEMBERS**

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With Prof. Efren B. Saz as Chairman, you are hereby appointed/ designated to constitute the new created Committee. The functions of the committee are as follows:

1. To review/assess the extension programs/projects funded through and supervised by ODEX based on their accomplishments and the attainment of objectives including their impact to the community and on the target clientele,
2. To recommend specific courses of action of the programs/projects for year 2000 or beyond,
3. To redefine and fine tune, if needed, the thrusts and directions of the extension program of VISCA including the organizational structure, and
4. To formulate strategies and guidelines in the implementation, supervision and monitoring of extension programs/projects.

It is suggested that the committee commence its work the soonest as possible.

For your information and guidance.

cc: ODEx