



# VISAYAS STATE UNIVERSITY

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*Office of the President*

17 December 2008

**MEMORANDUM NO. 239**

Series of 2008

**T O: Dr. Editha G. Cagasan  
Dr. Rotacio S. Gravoso  
Dr. Wolfreda T. Alesna  
Ms. Avril Adrienne B. De Guzman  
Mr. Jude Nonie A. Sales  
Ms. Ma. Annabelle D. Gerona**

**R E: VSU-KOREA English Enhancement Program (VSU-KEEP)**

With Dr. Editha G. Cagasan as Chairperson and Dr. Rotacio S. Gravoso as Vice Chairperson, you are to work as a Team to:

1. Formulate and implement programs for 16 -18-year old Koreans that would enhance their conversational and situational English competence effective January 2009 and onward;
2. Monitor and evaluate the program to ensure effectivity and efficiency;
3. Render a progress report to the Office of the President, copy furnished the Office of the Vice President for Academic Affairs;
4. Perform other tasks related to the VSU-KEEP as may be requested by the President.

For your guidance and compliance.

  
**JOSE L. BACUSMO**  
President