



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A  
Philippines

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

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

27 December 2007

**MEMORANDUM NO. 291**  
Series of 2007

**T O: Engr. Celso Gumaod**

**R E: Designation as Chief Safety Officer**

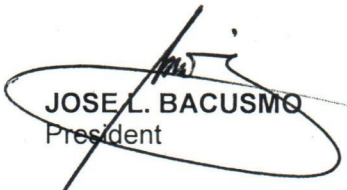
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Chief Safety Officer effective January 1, 2008 to December 31, 2009 or unless sooner revoked or terminated by higher authorities.

As such, you are expected to perform the following duties and responsibilities:

1. Assume as Chief of the University Security Force and perform among others, functions of managing the unit that protects life and property within the campus;
2. Prepare and implement security and safety plans for the college campus and its facilities and personnel;
3. Manage and supervise the Solid Waste Management Program of the university;
4. Perform other functions as directed by management.

As Chief Safety Officer, you are entitled to the privileges granted to the position subject to pertinent policies.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: **OVPRG** ODF/Budget  
OVPAO ODA  
OVPAF COA  
OVPRE Accounting  
OUS Records  
Deans File  
Directors  
VSU Security Force  
HRMDO