



# 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](http://www.vsu.edu.ph)

---

## Office of the President

28 February 2014

MEMORANDUM NO. 21

Series of 2014

T O: All Concerned

|                               |                    |
|-------------------------------|--------------------|
| GONZALES, EDNA L.             | CFES               |
| CODOG, JANET LESLIE EVELYN S. | CON                |
| ISRAEL, JOEL M.               | CVM                |
| GUMBA, POLICARPO C.           | DAS                |
| VILLAGONZALO, GINAS AUREA A.  | DAS                |
| CAPRICHIO, JOSE ROSE B.       | DASS               |
| LUMACAD, ANICETA M.           | DASS               |
| TABINAS, JULIE                | DBM                |
| GUCELA, MARIFE G.             | DBS                |
| VERGARA, RAFAEL JR. B.        | DCST               |
| CACHUELA, LUZMINDA G.         | DDC                |
| SUGANOB, CARLITO O.           | DFST               |
| ARABIANA, REINA S.            | DLABS              |
| NAYRE, GILDA P.               | DLABS              |
| ARPOCEPLE, DAHLIA             | DMPS               |
| BASLAN, MARIA FE A.           | DMPS               |
| GUINIPAAN, ARLYN              | DMPS               |
| ANDRES, DALISAY F.            | DOE                |
| DURAN, GILDA D.               | DOH                |
| FILIPINO, CARMELA             | DOPAC              |
| AMIHAN, MARCELINA C.          | DPM                |
| ORQUILLA, MARILYN A.          | DTE                |
| ABAYABAY, ANTONIO Y.          | ECO-FARMI          |
| FLANDEZ, ARLYN                | IASO               |
| MANAGBANAG, ARACELI M.        | IHK                |
| LEMONS, SHEILA MARIE C.       | INFORMATION OFFICE |
| CERNA, MIZAEAL                | ISRDS              |
| COSARES, TERESITA Y.          | ISRDS              |
| GORRE, ELVIRA B.              | ITEEM              |
| BALTAZAR, ADORA FE F.         | LIBRARY            |
| BETANA, ANGIELYN              | LIBRARY            |
| FLORES, MA. ZAIDA A.          | NARC               |
| SECO, MA. HELEN P.            | NARC               |
| MALASAGA, EDRALIN M.          | NCRC               |
| URDANETA, PAMELA H.           | NCRC               |
| ISRAEL, FELICISIMA            | ODAHRD             |

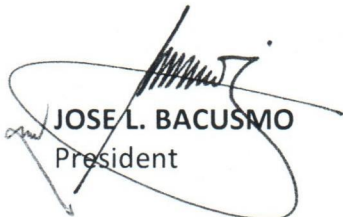
|                          |                   |
|--------------------------|-------------------|
| GAYANILO, MA. FE L.      | ODAHRD            |
| SEVILLA, ASTERIA         | ODAHRD            |
| MIRAFLOR, MA. ROBERTA S. | ODF               |
| ANDO, JENNIFER E.        | OVPRE             |
| DIAZ, FE REMEDIOS L.     | OVPRE             |
| SUBERE, MA. VERGIE       | OVPRE             |
| DUATIN, CECIL JOY Y.     | OGS               |
| LASQUITES, HEIDE         | OGS               |
| FLORENTINO, NICOLASA N.  | OPEN U            |
| BALBARINO, VIVIAN V.     | OUS               |
| ABAMO, LORNA B.          | OVPI              |
| ANTIPASO, CONNEL D.      | OVPI              |
| WABINA, VANESSA          | OVPI              |
| SORIA, REDEMPTA L.       | OVPPRG            |
| ABOGADIE, ENRIQUE        | PHILROOTCROPS     |
| MANAGBANAG, RALJIE S.    | PHILROOTCROPS     |
| TIDOY, IMELDA A.         | PHILROOTCROPS     |
| UMPAD, MA. ELSA M.       | PHILROOTCROPS     |
| DELA TORRE, MIRIAM M.    | PRPEO             |
| ARRADAZA, ASUNCION       | SECURITY OFFICE   |
| ORAÑO, PAMELA            | UAC               |
| CAINTIC, PAULINE S.      | VICARP            |
| PALIMA, IREEN GRACE S.   | VICARP/TECHNOMART |
| MONTAJES, ROSITA S.      | VSULHS            |
| TABROSA, LUCILYN L.      | VSULHS            |

**R E: Appointment as Evaluation Facilitator**

By virtue of the authority vested in me by the VSU Board of Regents and upon the recommendation of the Committee to Conduct Evaluation of Faculty Members, you are hereby appointed as **EVALUATION FACILITATOR** for the 2<sup>nd</sup> Semester, SY 2013-2014.

Anent to your appointment you shall perform the following duties and responsibilities:

1. Conduct evaluation of faculty members in a most secured and accurate manner giving the class a brief introduction/rationale of the evaluation process;
2. Report to your area of assignment as scheduled;
3. Properly turnover to OVPI all accomplished and unaccomplished evaluation instruments within the day the evaluation was conducted.
4. Performs other functions as may be assigned by the OVPI.

  
JOSE L. BACUSMO  
President