



# Visayas State University

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## Office of the President

19 July 2013

MEMORANDUM NO. 194

Series of 2013

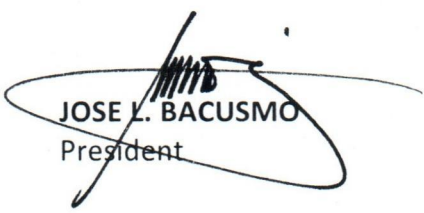
**T O: Dr. Dinah M. Espina**

**R E: Designation as OIC, Department of Animal Science**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Lolito C. Bestil, you are hereby designated Officer-in-Charge of the Department of Animal Science effective immediately until such time that a new Head shall have been designated or unless sooner revoked or terminated by higher authorities.

As OIC, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: OVPI  
OVPAF  
OVPPRG  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD/PRPEO  
DAS  
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COA  
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CPA 4336  
7/15



## DEPARTMENT OF ANIMAL SCIENCE

College of Agriculture

Visayas State University (VSU)

Visca, Baybay City, Leyte 6521-A, PHILIPPINES

Tel. No. (053) 563-7125



07 July 2013

DR. JOSE L. BACUSMO

President

VISAYAS STATE UNIVERSITY

Baybay City, Leyte

Dear Sir:

Warm greetings!

As you may have known, I need to accompany my wife to Cebu as she subjects herself to the chemotherapy treatment sessions required of her. As of this date, she has completed the fifth cycle, and the last session is scheduled in mid-July 2013. With some need for platelet and/or packed RBC transfusions after the 7-day session per cycle, her hospital admission may extend until early August 2013.

In the light of the much needed close supervision and monitoring of preparations relative to the upcoming AACCUP accreditation and VSU anniversary celebrations, a full-time Department Head is necessary. Considering my initial discussions with Dr. Lualhati Noriel of OVPI, I am requesting a leave of absence as Department Head starting July 15th until December 31, 2013 to give the Officer In-charge (OIC) full authority in managing the DAS office affairs, and waive my rights to the corresponding honorarium of the said office in his/her favor. Rest assured that I will be of help to the OIC in some of the needed preparations relative to VSU anniversary celebrations and AACCUP accreditation before I will go on leave and at times I am reporting back for duty. I will also take charge in coordinating the proposed visit of Japanese students and professors come September 2-7, 2013 considering our initial planning with Dr. Lawrence Liao.

I hope you will find this in order, and I look forward to your most favorable consideration.

Thank you and best wishes.

Very truly yours,

  
LOLITO C. BESTIL  
Department Head

Alan Honey,  
let us appoint  
Dr. D. Espina.  
Thanks.

