



VISAYAS STATE UNIVERSITY

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Office of the President

27 February 2009

MEMORANDUM NO. 44
Series of 2009

T	O:	Dr. Wolfreda T. Alesna Mr. Jude Nonie A. Sales Ms. Ma. Anabelle D. Gerona Ms. Christy Cyrene T. Tauy	- - - -	Chairperson Member Member Member
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R E: Student Yearbook for SY 2008-2009

With Dr. Wolfreda T. Alesna as the Chairperson, you are hereby appointed as Members of the Student Yearbook Committee for SY 2008-2009. As Core Committee, the following are your responsibilities to ensure its completion:

1. Assist in the selection of students as members of the Student Yearbook Committee;
2. Plan all activities such as schedule of pictorials, lay-outting, editing and printing;
3. Assist in the screening and selection of the Printing Press for the production of yearbook through bidding;
4. In concurrence of the VSU Administration, implement appropriate procedures for the collection of fees, payment of charges and submission of audited financial reports relative to the production of the yearbook;
5. Recommend/advice/suggest to the Committee for the smooth implementation of this project.

Looking forward to your usual cooperaton.


JOSE L. BACUSMO
President

cc: OVPAF
OVPAA
OVPPRG
OVPRE
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
Records
File