



VISAYAS STATE UNIVERSITY

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Office of the President

23 January 2008

MEMORANDUM NO. 37

Series of 2008

T O: Dr. Dilberto O. Ferraren

R E: Designation as Head of the Planning and Development Division

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the VP for Planning and Resource Generation, you are hereby designated Head of the Planning and Development Division effective immediately until December 31, 2009 or unless sooner revoked or terminated by higher authorities.

You shall have the following duties and responsibilities:

1. Gather and analyze basic background information in the Visayas region, with special emphasis on the socio-economic profile of the Visayas and existing programs and projects of other institutions.
2. Assist the Vice President for Planning and Resource Generation in identifying major thrusts of the university and in formulating a medium and long-term development program for the university; and
3. Undertake feasibility studies in institution building and review the physical layout of the university campus.

Furthermore, you shall man the Planning Office and exert administrative supervision over its existing staff.

As Head, you shall be granted 10 workload units and an Honorarium of One Thousand Pesos Only (P1,000.00) per month and other privileges attached to the position subject to pertinent policies.

Please be guided accordingly.

JOSE L. BACUSMO

President

cc: OVPPRG Deans
OVPAF Directors
OVPA ODF/Budget
OVPR ODA
OUS COA
HRMDO Accounting
PhilRootcrops Records
File



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521A
Republic of the Philippines

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Office of the Vice President for Planning & Resource Generation

Telephone No. 053-563-7188; Fax No. 053-335-4726

January 8, 2008

JOSE L. BACUSMO
President
Visayas State University
Visca, Baybay City

Dear Dr. Bacusmo:

I would like to recommend Dr. Dilberto O. Ferraren as Head of the Planning and Development Division. He shall have the following duties and responsibilities:

1. Gather and analyze basic background information in the Visayas region, with special emphasis on the socio-economic profile of the Visayas and existing programs and projects of other institutions;
2. Assist the vice-president for planning and resource generation in identifying major thrusts of the university and in formulating a medium and long term development program for the university; and
3. Undertake feasibility studies in institution building and review the physical layout of the university campuses.

He is also recommended to man the Planning Office and exert administrative supervision over its existing staff.

As head, it is recommended that he be granted 10 workload units, an honorarium of P1,000.00 per month and other privileges subject to existing rules and regulations.

Very truly yours,

MANUEL K. PALOMAR
VPPRG