

Visayas State University

Visca, Baybay City, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: www.vsu-visca.edu.ph

Office of the President

4 June 2010

MEMORANDUM NO. 170
Series of 2010

T O: Prof. Elizabeth Briones

Project Manager, Ornamentals

R E: Total Disregard of Legitimate Order from this Office

As reported by the IGP Board of Management, you failed to report during the scheduled ANNUAL VSU IGP AND STF PROJECTS REVIEW last February 5-6, 2010. Your failure to present to the panelist the status of your project operation and share your plans for project denied this Office thru the IGP Board of Management to know how the project is going and what recommendations to make relative thereto.

In addition, your failure to report appears a total disregard to legitimate orders of this office for project managers to make a presentation about their project during said review. You are therefore directed to explain in writing about your failure to report within 3 days from receipt hereof, copy furnished the IGP BOM thru the IGP Director.

For compliance.

CC:

IGP Director