



Visayas State University

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Office of the President

5 July 2013

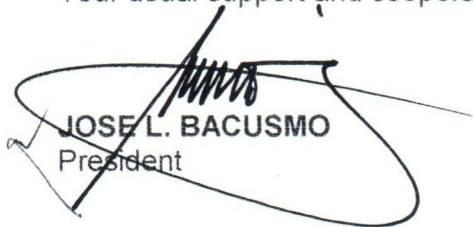
MEMORANDUM NO. 187
Series of 2013

T O: MS. ANTONIETTA D. ISRAEL

R E: DESIGNATION AS LAYOUT ARTIST OF THE 2012 VSU ANNUAL REPORT

You are hereby designated as Layout Artist of the 2012 VSU Annual Report because your expertise is very much needed in the presentation of the report.

Your usual support and cooperation is enjoined.


JOSE L. BACUSMO
President

cc: Mr. Daniel M. Tudit, Jr., University Secretary
Dr. Edgardo E. Tulin, VP for Planning & Resource Generation
Records Office
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VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

OFFICE OF THE VICE PRESIDENT FOR PLANNING & RESOURCE GENERATION

28 June 2013

DR. JOSE L. BACUSMO

President

Visayas State University

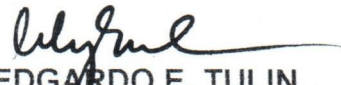
Baybay, Leyte

Dear President Bacusmo,

The working draft of the 2012 Annual Report is ready for editing. In this connection, we would like to request the expertise of Dr. Justiniano L. Seroy to edit the report. We have already talked to him regarding this matter and he is amenable, however, he requested that he would be given a space at the Department of Liberal Arts & Behavioral Sciences (DLABS) where he can work and an appointment for his service for record purposes. Furthermore, we would also like to ask the services of Ms. Antonieta D. Israel to layout the material.

In this connection, we would like to request your office to issue a letter of assignment to Dr. Seroy and Ms. Israel to assist us in the finalization of the report.

Very truly yours,


EDGARDO E. TULIN
Vice Pres. for Planning &
Resource Generation

Approved:
