



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A  
Philippines

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*Office of the President*

15 July 2008

**MEMORANDUM NO. 161**  
Series of 2008

**T O: Miss Joviel R. Teves**

**R E: Designation as College Secretary of the College of Engineering  
and Agri-Industries (CEAI)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Engineering and Agri-Industries (CEAI), effective July 1, 2008 until December 31, 2008 or unless sooner revoked or terminated by higher authorities.

The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Executive Committee and other important College committees including the Academic Council, if applicable.
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies.
4. Monitors the progress of students in the College.
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: OVPAA  
OVPAF  
OVPPRG  
OVPRE  
OUS  
Dean - CEAI  
Directors  
Accounting  
HRMDO  
Records  
File

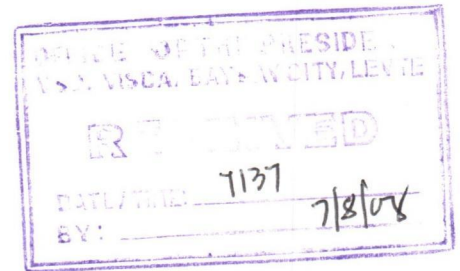


# COLLEGE OF ENGINEERING AND AGRI-INDUSTRIES

Visayas State University  
Visca, Baybay City, Leyte 6521-A  
Philippines

July 7, 2008

**Dr. Jose L. Bacusmo**  
President  
Visayas State University  
Visca, Baybay, Leyte



**Dear Dr. Bacusmo;**

In connection with the renewal of my appointment as Dean of the College of Engineering and Agri Industries (CEAI) effective July to December 2008, may also request for the renewal of the appointment of **Miss Joviel R. Teves** as college secretary of CEAI.

Thank you for your usual support.

Sincerely,

**ANTONIO PAJO ABAMO**

Dean  
College of Engineering and Agri-Industries  
Visayas State University

Approved: 7/13/2008