



Visayas State University

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Office of the President

5 June 2013

MEMORANDUM NO. 168

Series of 2013

T O: Prof. Francisco G. Gabunada, Jr.

R E: Designation as Director, Income Generation Project Office (IGPO)

In view of the retirement of Dr. Sulpecio C. Bantugan, and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Director, Income Generation Project Office (IGPO) effective immediately until December 31, 2013 or unless sooner revoked or terminated by higher authorities.

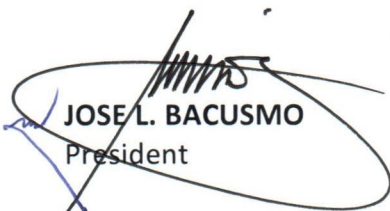
As Director, you are expected to do the following:

1. Assumes direct responsibility in the overall operation/administration of various Income Generating and Special Trust Fund projects and implementation of policies, programs and guidelines to achieve targets with efficiency;
2. Conducts evaluation study of the records, activities and programs of various projects;
3. Coordinates and organize manpower resources and activities of the various Income Generating and Special Trust Fund projects;
4. Coordinates with the Office of the Vice President for Planning and Resource Generation in the conduct of annual evaluation of various Income Generating and Special Trust Fund projects;
5. Recommends the appointment of Income Generating and Special Trust Fund project managers;

6. Submits quarterly and yearly reports of all Income Generating and Special Trust Fund projects highlighting accomplishment and recommendations for expansion or termination of a project;
7. Performs other tasks assigned by superiors.

As Director, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.



JOSE L. BACUSMO
President

cc: OVPI
OVPAF
OVPPRG
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PREPEO
IASO
IGPO
Accounting
COA
Cash
Records
File



644 4470
6/5/13
TO: OUPPRG

VISAYAS STATE UNIVERSITY

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Office of the Vice President for Planning and Resource Generation

June 4, 2013

Dr. Jose L. Bacusmo

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Pres. Bacusmo:**

I would like to recommend Prof. Francisco G. Gabunada as Director, Income Generation Project Office effective June 1, 2013 until December 31, 2013 in lieu of Dr. Sulpecio C. Bantugan who retired from the service on May 31, 2013.

As Director, he has the following duties and responsibilities and is entitled to the privileges granted to the position subject to pertinent policies.

1. Assumes direct responsibility in the overall operation/administration of various Income Generating and Special Trust Fund projects and implementation of policies, programs and guidelines to achieve targets with efficiency;
2. Conducts evaluation study of the records, activities and programs of various projects;
3. Coordinates and organizes manpower resources and activities of the various Income Generating and Special Trust Fund projects;
4. Coordinates with the Office of the Vice President for Planning and Resource Generation in the conduct of annual evaluation of various Income Generating and Special Trust Fund projects;
5. Recommends the appointment of Income Generating and Special Trust Fund project managers;
6. Submits quarterly and yearly reports of all Income Generating and Special Trust Fund projects highlighting accomplishment and recommendations for expansion or termination of a project;
7. Performs other tasks assigned by superiors.

Very truly yours,

EDGARDO E. TULIN

Vice President for Planning and Resource Generation

Approved: