



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

2/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7067  
Email: op@vsu.edu.ph  
Website: www.vsu.edu.ph

16 December 2016

**MEMORANDUM NO. 331**

Series of 2016

**T O: All Vice-Presidents and Deans**

**R E: Consultations to Recommend Heads of Departments/Offices/Units and Directors for Research Centers/Institutes**

You are hereby directed to conduct consultations with your departments/centers/offices/units under your supervision to come up with a recommendation on who will serve as head of each department/office/unit and director of each research center/institute for the coming Year 2017. Please submit your Top 3 candidates on or before January 3, 2017 to the Office of the President.

In making consultations, you may use the attached SPMS tool of evaluation and choose relevant indicators of performance for those who have already served as administrators and the leadership potential of new faculty/staff.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read "Edgardo E. Tulin".

**EDGARDO E. TULIN**  
President