

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

27 December 2007

MEMORANDUM NO. 294 Series of 2007

T O: Dr. Rotacio S. Gravoso

R E: Designation as Head, Multi-Media Development Center

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head, Multi-Media Development Center effective January 1, 2008 to December 31, 2009 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

CC:

OVPAA

President

OVPAF

JOSE L. BACUSMO

OVPRE

OUS

Deans

Directors

MMDC

HRMDO

ODF/Budget

ODA

COA

Accounting

Records

File