



27 July 2018

**MEMORANDUM NO. 286**

Series of 2018

**T O: VSU Media Team  
OVPPRGEA staff  
Information Office staff  
Ms. Honey Sofia V. Colis  
Ms. Ma. Roberta S. Miraflor  
Ms. Virgie R. Subere  
Ms. Connel D. Antipaso  
Ms. Jennifer E. Ando**

**R E: Workshop on Review and Revision of Existing VSU Organizational  
Structure  
and Cascading of Agency's Performance Targets and Outputs on July 30-  
31, 2018 at RDE Hall, VSU, Visca, Baybay City, Leyte**

In relation to the above mentioned activities, you are directed to do the following:

- act as secretariat
- prepare workshop materials
- provide quality and uninterrupted multimedia support
- document workshop activities in audio, video and pictures
- produce workshop proceedings

You shall be guided by Dr. Dilberto O. Ferraren, VP for Planning, Resource Generation and External Affairs on your functions.

Anticipating for your active support and cooperation.

  
**EDGARDO E. TULIN**  
President