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Office of the President

14 November 2007

MEMORANDUM NO. 199
Series of 2007

T O: Prof. Senona A. Cesar

R E: Designation as Coordinator, FIMFS Consortium Administrative Base

In view of the leave of absence of Dr. Bernardita P. Germano, you are hereby designated Coordinator of the FIMFS Consortium Administrative Base effective immediately until December 31, 2007.

As Coordinator, your tasks shall include the following:

1. Update of the financial status especially that some institutions paid their annual dues of P2,000.00 during the annual convention hosted by VSU;
2. Continue to collate the evaluation reports of the consortium;
3. Take charge of materials like books and receive donated materials;
4. Prepare the summary of VSU's accomplishment as the Consortium Administrative Base;
5. Prepare the turn over of the Consortium Administrative Base this December 2007 to Mindanao State University – Naawan.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA
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