



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

---

## Office of the President

11 January 2013

### MEMORANDUM NO. 8

Series of 2013

**T O: All Concerned**

**R E: Working Committees for the Briefing of Staff Involved in the Conduct of Teaching Evaluation of Academic Staff**

On January 14, 2013 starting as 8:00 o'clock in the morning at the Center for Continuing Education, there will be a briefing of staff involved in the conduct of teaching evaluation of academic staff. To ensure the success of this activity, the following committees as hereby created:

**1. Over-all Coordination**

Dr. Oscar B. Posas	- Chairperson
Dr. Lourdes B. Cano	- Vice-Chairperson
Ms. Teresita L. Quiñanola	- Member

**2. Secretariat/Proceedings Preparation**

Ms. Epifania G. Tudtud	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member

**3. Facilitation/Registration**

Ms. Felicisima P. Israel	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member

**4. Certificate/Program Preparation**

Ms. Connel D. Antipaso	- Chairperson
Ms. Roberta S. Miraflor	- Member

**5. Venue Preparation & Restoration**

Mr. Simeon P. Sedrome	- Chairperson
Mr. Felix C. Abanera	- Member
All Records Office Male Staff	- Members

**6. Food and Snacks**

Ms. Honey Sofia V. Colis	- Chairperson
Ms. Isabelita V. Sedrome	- Member
All Guesthouse Personnel	- Members

Dr. Oscar B. Posas is requested to meet with the committee Chairpersons for proper planning and coordination.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President