



# 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); email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph)

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## Office of the President

11 January 2012

MEMORANDUM NO. 55

Series of 2012

**T O: Prof. Efren B. Saz**

**R E: Designation as Director for Extension**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Director for Extension effective January 16, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

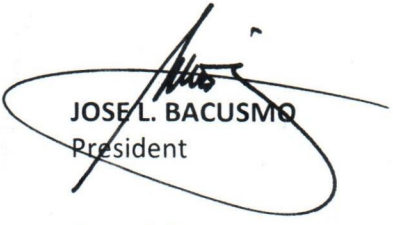
As Director for Extension you are tasked to do the following:

1. Assist the Vice President in the formulation of long-term and medium-term Extension program plans of the University;
2. Spearhead the review and evaluation and recommends to the Vice President the annual work and financial plan of the Extension programs/projects of the university;
3. Coordinate the annual monitoring and evaluation of the ongoing and completed Extension programs and activities of the university;
4. Take charge of the university's major/special programs/projects/activities:
  - a. Farmers and Fisherfolks' Day
  - b. TESDA-related activities
  - c. DOST-DAT BED
  - d. AFNR
  - e. BIDANI
5. Assist the Vice President in strengthening Extension program linkages;
6. Oversee the planning and implementation of Extension delivery training program;
7. Coordinate the documentation and production of IEC materials and other publishable Extension materials;
8. Represent the Vice President for R/E in Extension related meetings/fora as delegated or as the need arises;

9. Update the Vice President for R/E on the Extension program status and submit quarterly accomplishment reports.

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

Please be guided accordingly.



JOSE L. BACUSMO  
President

cc: OVPI  
OVPAF  
OVPPRG  
OVPRE  
OUS  
Deans  
Directors  
ODF/Budget  
ODAHRD  
IASO  
PRPEO  
Accounting  
COA  
Cash  
Records  
File