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Records



DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY

College of Agriculture and Food Science

Visayas State University

Visca, Baybay City, Leyte

Tel. (053)335-2619

March 20, 2014

Dr. Jose L. Bacusmo
President
Visayas State University
Visca, Baybay, Leyte

Thru: **Dr. Edgardo E. Tulin**
Vice President for Instruction

Dear Sir:

I would like to request for a change of leave status of **Engr. Julious B. Cerna** and **Ms. Jocelyn G. Daclag** from teachers leave to vacation-sick leave for summer 2014 for the following reasons:


1. Both Engr. Cerna and Ms. Daclag were designated as Co-Component Leader of the VSU research project ISR.CAFST.FST-25 entitled *Assessment of the Sanitary Practices in the Preparation of Foods Among VSU Eateries* (Please see attached appointment).
2. Both of them are advisers of BSFT students who opted for Plant Practice. These students will be having their On-the-Job-Training (OJT) this coming summer. As an adviser, they will visit the student trainees in their respective firms to monitor the performance of the students.
3. They will also be assigned to assist in the revision and finalization of teaching guides and laboratory manuals/syllabus of some MSFST subjects and gathering of necessary documents in preparation for the upcoming Preliminary Survey Visit this June 2014 for MSFST program.

Thank you so much for your continued support to the Department of Food Science and Technology. More power and God Bless!

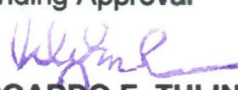
Respectfully yours,

LORINA A. GALVEZ
Head, DFST


Noted:


VICTOR B. ASIO
Dean, CAFS

Recommending Approval


EDGARDO E. TULIN
Vice President for Instruction

APPROVED:


JOSE L. BACUSMO
President