



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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

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

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## Office of the President

30 June 2011

**MEMORANDUM NO.** 166  
Series of 2011

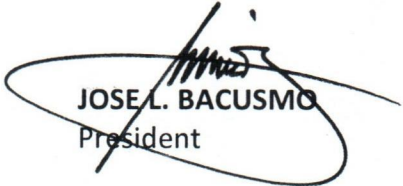
**T O:** Prof. Leonarda R. Cueva

**R E:** Designation as College Secretary, VSU-Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon the recommendation of Prof. Felipe S. Casas, you are hereby designated College Secretary, VSU – Villaba Campus effective June 1, 2011 to May 31, 2012 or unless sooner revoked or terminated by higher authorities.

As College Secretary, 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: Prof. Felipe S. Casas  
VSU-Villaba Campus  
OVPAA  
OVPAF  
OVPPRG  
OVPRE  
OUS  
ODA  
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COA  
HRMDO  
Accounting  
Cash  
Records  
File

OFFICE OF THE PRESIDENT  
VILLABA CAMPUS  
DATE/TIME: 6/1/11 5:34  
BY: ulg



**VISAYAS STATE UNIVERSITY – Villaba Campus**  
(College of Education and Agricultural Technology)  
Villaba, Leyte, 6537, Philippines

June 1, 2011

**DR. JOSE L. BACUSMO**  
University President  
VSU-Main Campus  
ViSCA, Baybay, Leyte

OVPAA NO. 191  
RECEIVED BY: [Signature]  
DATE: 6/1/11

**Thru: DR. OSCAR B. POSAS**  
Vice President, Academic Affairs  
VSU-Main Campus  
Visca, Baybay City

Sir:

I have the honor to recommend Prof. Leonarda R. Cueva as College Secretary of Visayas State University-Villaba Campus effective June 1, 2011 to May 31, 2012

Prof. Cueva possesses the qualities and has the potential to function as College Secretary on account of her expertise in written and oral communication. She is best qualified to hold the position.

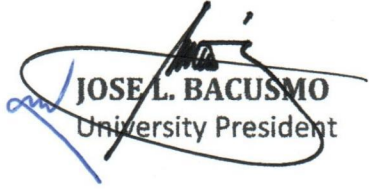
May this merit your kind consideration and approval.


Thank you and more power.

Very truly yours,

  
**FELIPE S. CASAS**  
Dean

Approved:

  
**JOSE L. BACUSMO**  
University President

RECOMMENDING APPROVAL:  
  
**OSCAR B. POSAS, PhD**  
VICE PRESIDENT FOR ACADEMIC AFFAIRS