

August 14, 1997

MEMORANDUM NO. 77  
Series of 1997

T O: ENGR. SEAN O. VILLAGONZALO  
Engineer II


R E: Designation as Computer Inspector and Technician

With your technical knowledge and experience in computer hardware, you are hereby designated as Computer Inspector and Technician of ViSCA to do the following duties:

1. To inspect computer items delivered to the College.
2. To check and act as signatory in the request for repair of computer units.
3. To repair computer units and accessories of the College.
4. To conduct a regular computer maintenance program for all computers of the College.

You are entitled to claim overtime pay for urgent repairs of computer units and accessories rendered beyond office hours.

For compliance,

  
SAMUEL S. GO  
President *jsa*

cc:


SPMD

ICU

Records

File

— By: *Anty NG*  
— *by hy 8/19*  
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