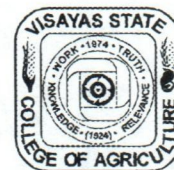


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



29 June 2001

MEMORANDUM NO. 99

Series of 2001

T O: All Heads of Offices Concerned

R E: Preparation for the 2001 Annual Academic Convocation

In connection with the Annual Academic Convocation on July 3, 2001 at 3:00 p.m., ViSCA Gymnatorium, the following offices are requested to assist in the preparation and conduct of the said affair:

- | | | | | |
|----|-----------------------------------|---|----|--|
| 1. | PPO | - | a. | Lights and Public Address System |
| | | | b. | Stage Preparation |
| | | | c. | Chairs and Hall Preparation |
| 2. | DOH | - | | Stage Decoration |
| 2. | OSA | - | | Ushering of students, staff and guests |
| 3. | Security Office
and VLHS Staff | - | | Crowd Control |

Please be guided accordingly.

PAC
PACIENCIA P. MILAN
President *jm*