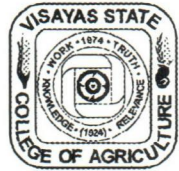


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



3 July 2000

MEMORANDUM CIRCULAR NO. 57

Series of 2000


T O: All Security Officers/Guards

R E: Submission of Neuro-Psychiatric Examination Results

In addition to the submission of a valid license as a requirement to exercise your profession, you are hereby instructed to also submit two (2) copies (photocopied) of your neuro-psychiatric examination results to the Human Resource Management and Development Office (HRMDO) on or before September 30, 2000. As a matter of policy, you are requested to present the original copy of your neuro-psychiatric examination results to the HRMDO to authenticate the said document. For those who have already secured a valid license and to those who have recently renewed their license, submit copies of the abovementioned to the HRMDO as soon as possible but not later than September 30, 2000. This requirement must be complied with for your individual record and documentation to the HRMDO and for submission to the CSC, Region 8.

Failure to comply with this requirement is a ground for your suspension from discharging your duties and responsibilities as a Security Officer/Guard of the College and dropping you from the roster/plantilla through HRMDO effective November 1, 2000.

For guidance and strict compliance.


PACIENCIA P. MILAN
President