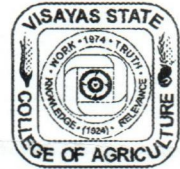


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



6 March 2001

MEMORANDUM NO. 38

Series of 2001

T	O:	Prof. Aurora Alkuino	-	Chairperson	<i>4/5 3/12</i>
		Ms. Erlinda Esguerra	-	Member	<i>3-12-01</i>
		Ms. Bonita Montes	-	Member	<i>9/12</i>
		Prof. Sergio Abit, Sr.	-	Member	<i>3/12 m</i>
		Ms. Teresita Quiñanola	-	Secretary	<i>9/11/01</i>

R E: Review Committee

With Prof. Aurora Alkuino as Chairperson please constitute yourselves into a committee to review the recommendation for the upgrading of administrative staff considering the following criteria:

1. Not upgraded/promoted since 1991
2. Length of service
3. Performance
4. No administrative complaint or misdemeanor

The committee's review shall be deliberated by the NAPB.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President

cc: NAPB - DR. D. Pascual *2*
Records
File