

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

April 10, 1995

MEMORANDUM NO. 48
Series of 1995

T O: Engr. Celso F. Gumaod - *acw 4/11/95*

SUBJECT: Additional Instruction to Drivers Dispatched to
Tacloban City

In the meantime that VISCA has no communication link with the Department of Budget and Management, Regional Office No. 8, please give additional instruction to drivers dispatched to Tacloban City to drop at DEM and inquire from Mrs. Cynthia San Sebastian whether DEM has a message for VISCA. If two or more drivers are dispatched on a given day, one of them should be instructed to see Mrs. Cynthia San Sebastian for faster transmission of messages from DEM to VISCA.

After the trip the concerned driver should make a report to Engr. Celso Gumaod or his authorized representative in connection with his visit with DEM.

For compliance.

[Signature]
SAMUEL S. GLO
President *gml*

cc: Vice Pres. for Adm. - *pw 4/11*
Administrative Officer - *pw 4/11*
Budget Office - *gpb 4/11/95*
P P O - *acw*
Records - *[Signature]*
File