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Office of the President

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MEMORANDUM CIRCULAR NO. 63
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**T O: All Heads of Offices/Departments/Centers/Institutes/Units,
Project Leaders, Utility Workers and Project-based Laborers**

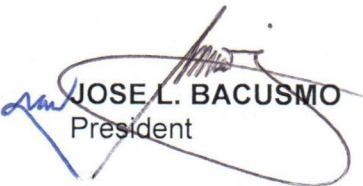
R E: "Alay Linis"

As part of the preparation for the 25th SCUAA Meeting and in order to have a clean and presentable campus for our visitors, all VSU and project based laborers and utility workers are directed to participate in a **2 ½ day "alay linis" activity starting at 1:00 o'clock in the afternoon of October 21 to 23, 2009.** All utility workers are directed to report to Dr. Roberto C. Guarte at the Administration Building for instruction. All project and non-project based laborers are also directed to report to Dr. Othello B. Capuno at OVPRE for instruction. Dr. Guarte will take care of cleaning the upper campus while Dr. Capuno will coordinate the cleaning of the lower campus. Mr. Remegio Sanico will provide logistical support (tractors, trailers, dumptrucks, etc.)

Moreover, all faculty and staff are to clean their offices and their immediate vicinity.

Please put special attention to gathering of non biodegradable trash.

For compliance.


JOSE L. BACUSMO
President

cc: Dr. R. C. Guarte, OVPAF
Dr. O. B. Capuno OVPRE
Mr. R. Sanico, Motorpool