

OFFICE OF THE PRESIDENT



February 13, 1984

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MEMORANDUM NO. 21-A
Series of 1984

T O: All Dept/Center/Office Heads and Employees Concerned
SUBJECT: Amendment of Memorandum No. 220, s. 1983

Reproduced hereunder is a complete text of a letter to the
College President requesting amendment of Memorandum No. 220,
s. 1983, to wit:

"The President
VisCA, Baybay, Leyte

S i r :

I wish to request that Memorandum No. 220 series of
1983 (dated Dec. 20, 1983) be revised in its third paragraph,
3rd item, which at present reads: 3. "Research project's
laborers" so that when amended it should read, 3. "Research
projects' personnel".

The amendment is necessary because there are various
other designations in the Research project personnel, i.e.
Field Assistant, Field Aides, Driver etc., all of whom are
on call whenever the need for work on holiday came up which
often happen in research project related activities.

Sincerely,

(SGD.) F. A. SALADAGA
Head, DPBAB

In view of the soundness and legality of purpose of the
foregoing request, Memorandum No. 220, s. 1983 is hereby amended
as requested, particularly the third paragraph, 3rd item, which
should read: "3. Research Projects' personnel."

For the information of all concerned.

F. A. BERNARDO
President

By the President:

Andres F. Duatin
ANDRES F. DUATIN
(College / Board Secretary)
OIC, VisCA