

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte 6521

OFFICE OF THE PRESIDENT

February 18, 1996

Memorandum No. 21  
Series of 1996

T O: Mrs. Linda N. Mariscal  
College Registrar

SUBJECT: Preparation of a General Catalogue

The bulk of information that a General Catalogue contains is actually found in the Office of the Registrar, namely: admission and registration requirements for both graduate and undergraduate programs, course analysis of the different degree programs, and course descriptions for each curricular offering. Hence, effective school year 1996-1997 the Registrar's Office should take charge of the preparation and production of the school's general catalogue. Should you need other data for inclusion in the catalogue, you may seek the assistance of the following offices: HRMDO, ODI, ODREx, OSA, OVPA and OVPA.

It is understood that the cost that may be incurred incidental to the production of copies of the general catalogue is chargeable against college funds appropriated for that purpose.

Please be guided accordingly.

cc: HRMDO *2/19*  
ODI *2/20*  
ODREx *2/19*  
OVPA *2/20*  
OSA *2/19*

*Samuel S. Go*  
SAMUEL S. GO  
President