

January 14, 1994  
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MEMORANDUM NO. 6

MEMORANDUM NO. 5  
Series of 1994

T O: Ms. Norma V. Cala, FMO - Chairman (Ex Officio)  
T O: Prof. Sergio E. Abit Jr. - Secretary (Ex Officio)  
Chief Security Officer - Member  
Eng. Celso F. Gumaod - Member/  
DEM Representative - Member  
Representative from CCA -

SUBJECT: Strengthening Of Our Security Measures

In order to give identity to our guards and as an added security measure, only guards on duty should be allowed to stand by at the entrance/lobby especially in the guard's table at the Administration Building. Furthermore, other people should not be allowed to stay/lobby at our guard posts at the VISCA Mall. Hence, no outsider/other VISCA staff should be allowed to loiter in the guard's area, much more to indulge with lengthy discussions/conversations with our guards.

For strict compliance.

*Samuel S. Go*  
SAMUEL S. GO  
President

2. To determine the appraised value of said government  
cc: Vice President for Adm. purpose authorized by this  
Administrative Officer  
Records  
3 File perform other related functions authorized by the  
VISCA President.

The secretariat and the preliminary appraisal functions may be performed by the VISCA members but, in no case shall the disposal function be done without the DEM and CCA representatives.

This Memorandum supercedes Memo No. 262 series of 1993.

Please be guided accordingly.

*Samuel S. Go*  
SAMUEL S. GO  
President

cc: Vice President for Administration  
Records  
File