



19 September 2016

MEMORANDUM CIRCULAR NO. 59
Series of 2016

T O: All VSU Faculty Members and Staff


R E: Alay Lakad 2016 "Walk for a Cause"

Once again, the Local Government of Baybay City through the Alay Lakad Foundation, Inc. – Baybay will hold the "Walk for a Cause" on September 25, 2016 (4:00am) in observance of the Alay Lakad Celebration. In this regard, all VSU faculty members and staff are requested to participate in this mass hike-out and buy raffle tickets in order to generate funds for scholarship grants to poor and deserving students. Tickets are **considered sold and payment shall be remitted to the Cash Division from Sept. 21-28, 2016.**

Meanwhile, please be guided of the following details for the said activity:

Start of Walk	4:00 am
Assembly area in VSU	Guard Post 1/Mall Area
Departure of VSU buses	3:15 am
Attire	<i>For Admin staff: Gold shirt with black collar and VSU logo</i> <i>For Faculty & others: Any gold shirt</i>
Staff In-charge:	
VSU-VLHS Band	Mr. Gerard Rivera
Transportation	Mr. Remegio Sanico
Snacks & Flag	Ms. Fely Israel
	ODAHRD Staff
	Guest House Staff
Attendance	Ms. Asteria A. Sevilla
Raffle Ticket Distribution	Ms. Jessamine Ecleo
Raffle Ticket Sales Collection	Ms. Corazon Nuevo/Ms. Melissa Mendoza
Deadline of remittance of ticket stubs to Cash division	Sept. 23, 2016

Your active participation is enjoined.


f: **EDGARDO E. TULIN**
President *OC 9/19/16*