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December 16, 1993

MEMORANDUM NO. 259
Series of 1993

T	O:	Dr. Jimmy R. Rosillo	- Chairman
		Prof. Aurora S. Alkuino	- Vice Chairman
		Prof. Thelma C. Zafra	- Member
		Dr. Wolfreda T. Alesna	- Member
		Dr. Ruben M. Gapasin	- Member
		Prof. Norberto F. Canada	- Member
		Prof. Ruben B. Mercado	- Member
		Dr. Jose L. Bacusmo	- Member
		Prof. Josefina Q. Subere	- Member
		Dr. Isabel P. Bertulfo	- Member
		Dr. Basilio A. Dabuet	- Member
		Prof. Zosimo M. de la Rosa	- Member
		Ms. Rebecca B. Napiere	- Member

SUBJECT: Committee for Christmas Day (December 25) and New Year's Eve (December 31) Celebration for the VISCA Community

With Dr. Jimmy R. Rosillo as Chairman, please constitute yourselves into a committee above-mentioned. Your duties and responsibilities shall include the following:

1. Plan and implement the holding of Christmas party on December 25 for the VISCA Community.
2. Help plan, organize, and coordinate with concerned group (preferably sons & daughters of VISCA faculty and staff) in the holding of socials during the New Year's Eve (December 31).
3. Solicit donations in cash or in kind from VISCA-based Foundations, centers, departments and/or units necessary for the above-mentioned activities.

Your cooperation is enjoined.

SAMUEL S. GO
President