



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

8 March 2000

MEMORANDUM NO. 47

Series of 2000

T O: All Concerned

R E: Closure of the ViSCA Printing Press

In view of its continued losing operation, the ViSCA Printing Press shall stop operation effective immediately.

The mimeographing unit with the two Reproduction Machine Operators shall be revived and shall be given space at the Administration Building to be directly managed by Mr. Jaime Pascual. Mr. Gil Impas and Mr. Samuel Managbanag are directed to facilitate the immediate transfer of their machines to the Administration Building.

The existing regular employees shall be deployed to assist the College Secretary and the PPO Director in establishing the IT and Internet Center. They are directed to report to Prof. Daniel M. Tudtud, Jr. effective March 15, 2000.

The remaining casual employees shall continue serving the project only until the termination of their appointment on March 31, 2000 to finish pending works, prepare closing reports, facilitate collection of accounts and do the remaining works. They are, however, directed to start clearing themselves of financial and property accountabilities to support their March 16-31, 2000 salary.

Please be guided accordingly.

PACIENCIA P. MILAN
President

cc: Dr. N. P. Pascual	Engr. R. Orias
Dr. J. M. Alkuino, Jr.	Prof. D. M. Tudtud, Jr.
BOM, Members	HRMDO
Accounting	Records
HRMDO	OAA
COA	File