

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

FILE  
RECORDS DIVISION  
300

October 1, 1987

MEMORANDUM NO. 112  
Series of 1987

TO: ALL FACULTY, STAFF AND STUDENTS


RE: APPOINTMENTS OF KEY OFFICIALS IN THE VISCA ADMINISTRATION

Following the provisions of Board Resolutions No. 20 and No. 21, s. 1987, which cover the Restructuring of ViSCA, I am pleased to announce the following appointments of key officials as confirmed by the Board under Resolution No. 21 effective October 1, 1987:

Vice President for Academic Affairs	- Dr. VICENTE A. QUITON
Director of Instruction	- Dr. PACIENCIA P. MILAN
Director of Business Affairs	- Prof. CAMILO D. VILLANUEVA
Director of General Services	- Dr. MARGARITO R. ESCALANTE
Director of External Affairs	- Dr. LEONARDO L. MANALO
Superintendent, Building Construction and Maintenance	- Engr. MANUEL C. CAPACIO SR.
Chief, Transportation and Motorpool	- Mr. JUAN S. LABRA
Chief, Utilities	- Prof. FELIXBERTO C. CANOY
Chief, Grounds, Drainage and Roads	- Prof. RUBEN B. MERCADO

Among the other contents of Board Resolution No. 21 are the new structure of ViSCA and their duties and responsibilities. These have been distributed to all department heads and center directors today. Please refer to the duties and responsibilities of these officials for new procedures affecting document/communication flow under the new structure.

Please be guided accordingly.

  
M. R. VILLANUEVA  
President