

OFFICE OF THE VICE PRESIDENT FOR  
ACADEMIC AFFAIRS

March 3, 1986

MEMORANDUM NO. 30  
Series of 1986

T O: All ViSCA Staff

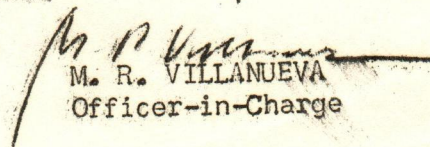
R E: Sending of Telegrams

To streamline our procedure in sending official telegrams through RCPI and Telecom, you are requested to observe the following guidelines:

1. All telegrams/cablegrams sent for transmission through the RCPI and the Telecom (ViSCA Telegraph Office) charged to ViSCA accounts should be coursed through the Records Office and should bear the stamp and signature of the Records Office personnel for clearance and numbering.
2. Telegrams sent through RCPI must be submitted in 2 copies while those sent through Telecom (places without RCPI) must be 3 copies.
3. Text of the message must be concise without punctuations, prepositions and other unnecessary words for economy reasons.
4. Research projects messages should be properly identified by signing at the bottom of the message and indicating the department and the project number, if any, for purposes of billing in the Accounting Office.

Personal messages must not be sent through ViSCA. Other than illegal, it adds confusion in the ViSCA accounts with the communication agencies.

Please be guided accordingly.

  
M. R. VILLANUEVA  
Officer-in-Charge