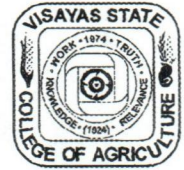


# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines

Office of the President



28 November 2000

**MEMORANDUM NO. 206**

Series of 2000

**T O: All Utility Workers at the Administration Building**

**Mr. Jaime B. Pascual  
Mr. Carlos B. Valenzona  
Mr. Roberto B. Pascual  
Mr. Felix C. Abanera  
Mr. Petronilo B. Nuñez  
Mr. Filadelfo S. Llano**


**R E: Work Assignment**

In the distribution of your work assignment, maintenance of the surroundings including the entrance going to the Administration Building (near the Banaba Tree) has not been included. Since this is still part of the Administration Building, the same should be part of your work assignments.

In view of this, effective immediately, your additional work assignments aside from regular schedule as messenger at the Records Division are as follows:

1. Regular clean-up of the surroundings every Monday and Wednesday morning to be rotated by all utility workers.
2. Mr. Roberto Pascual and Mr. Filadelfo Llano are given additional work assignment to maintain the Banaba area daily.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President *one [signature]*

cc: Dr. M. K. Palomar  
Dr. N. P. Pascual  
Ms. L. B. Cano  
Dr. M. M. Avila  
Records  
File