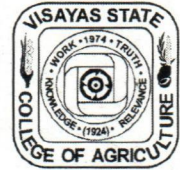


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



7 June 2001

MEMORANDUM CIRCULAR NO. 43

Series of 2001


T O: All Department/Office Heads & Center Directors

R E: Team Building Workshop Among Personnel Involved in Procurement

In our effort to improve and streamline our procurement system, a team building workshop among staff involved in the preparation and processing of documents relative to procurement will be conducted on June 28-29, 2001.

In view of this, Department/Office Heads and Center Directors are requested to submit the name of their clerk/participant to this workshop to Ms. Teresita L. Quiñanola, HRMDO, on or before June 18, 2001. Due to budgetary constraint, only one per department/center/office shall be allowed to attend.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Ms. T. L. Quiñanola
OVPA
OAA
Records
File