



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## Office of the President

October 8, 1998

MEMORANDUM NO. 107  
Series of 1998

T O: **Ms. Teresita Cosares**  
**Ms. Shirley Nayre** *by: [signature] 10/9/98*

R E: **Swapping of Assignment**

In its July 1, 1998 meeting, the NAPB recommended for Mr. Generoso Vequiso to be given a regular item position on condition that one of the regular clerks at the CSR be swapped with the casual clerk of ODEX-NFE.

Effective October 16, 1998, Ms. Teresita Cosares shall be assigned as Clerk of ODEX-NFE and Ms. Shirley Nayre shall take over the job left behind by Ms. Cosares at CSR.

Please be guided accordingly.

*[Signature]*  
**SAMUEL S. GO**  
President *HA*

cc: Dr. S. C. Dagoy *10/9/98*  
Dr. B. A. Dabuet *[signature]*  
HRMDO *10/12/98*  
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