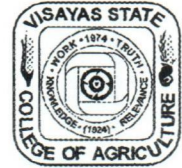


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



2 January 2001

MEMORANDUM NO. 03
Series of 2001

T O:	Dr. Jose M. Alkuino, Jr.	- Chairman
	Ms. Lourdes B. Cano	- Vice-Chairman
	Fiscal Demosthenes F. Tugonon	- Legal Counsel
	Dr. Jose L. Bacusmo	- Member
	Dr. Myrna M. Avila	- Member
	Prof. Efren B. Saz	- Member
	Ms. Asteria Sevilla	- Secretary/Stenographer

R E: Constitution of the ViSCA Formal Investigation Committee

By the powers vested in me by the ViSCA Board of Trustees, your designation as Chairman, Vice-Chairman, Members and Secretary/Stenographer, respectively, of the ViSCA Formal Investigation Committee is hereby renewed effective immediately until 31 December 2001 unless sooner terminated or revoked by higher authority.

This Committee is tasked primarily with the responsibility of conducting speedy and impartial formal investigation of employees of the College found by a Fact Finding Committee to have violated CSC and/or ViSCA Rules and Regulations.

Furthermore, the Committee is directed to follow the Revised Rules and Procedures in the conduct of Administrative Investigations per CSC Memorandum Circular No. 19, s. of 1999, including the timeframe within which to conduct the formal investigation up to the formal submission of the final report to the Office of the ViSCA President.

For your information and guidance.


PACIENCIA P. MILAN
President