

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

March 5, 1996

MEMORANDUM NO. 25
Series of 1996

T O: Prof. Aurora S. Alkuino
Dr. Oscar L. Colis
Ms. Winefreda T. Oclinaría
Prof. Prudencio Q. Marquez
Engr. Nestor M. Israel

SUBJECT: MANAGEMENT OF DORMITORIES AND PROCESSING OF
FINANCIAL DOCUMENTS FOR DORMITORY REPAIRS,
MAINTENANCE AND RELATED ACTIVITIES


To prevent the recurrence of problems experienced in the past years related to the operation and management of undergraduate dormitories, the OIC OSA Director, Prof. Aurora Alkuino, is hereby requested to take charge as the overall Project Manager of all undergraduate dormitories effective immediately. If deemed necessary, Prof. Alkuino may solicit the assistance of any OSA personnel, dorm adviser, or any VISCA staff in the performance of the responsibilities.

The VLHS Principal, Dr. Oscar Colis, will continue to be Project Manager of VLHS dormitories, while Ms. Winefreda Oclinaría will continue to act as Project Manager of Graduate dormitories.

Repairs and maintenance activities for all dormitories will continue to be under the management and supervision of the Physical Plant Office. However, the endorsement of concerned dormitory project manager shall be secured before submitting the cost estimates for approval and before vouchers charged to dorm fund can be processed.

Any issuance issued earlier which is inconsistent with this memorandum is deemed revoked.

Please be guided accordingly.


SAMUEL S. GO
President

cc: Dr. N.P. Pascual
Ms. L.B. Cano
Records