

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 8, 1998


Memorandum No. 01
Series of 1998

T O: All Occupants of the Administration Building
R E: FLAG CEREMONY

You are hereby reminded that the groupings for the in-charge of the flag raising and lowering ceremonies every Monday and Friday in compliance with DECS and CSC Order and Memorandum shall be reconstituted effective January 9, 1998 (Friday) as follows:

<u>Group</u>	<u>Dates</u>	<u>Offices</u>
I	Day 1-7	OAA, Legal Office, HRMDO, Records Div., Accounting Div., LUAPU Coordinator: Ms. L.B. Cano
II	Day 8-15	SPMD, FMO, ODI, Registrar Coordinator: Ms. L.N. Mariscal
III	Day 16-22	Cash Div., OVPA, OVPA, COA Coordinator: Ms. B. T. Montes
IV	Day 23-31	OP, OCS, PDO, PICRO, ICU, MIS Coordinator: Ms. B. P. Bibera

For your guidance.


SAMUEL S. GO
President

cc: OVPA
Records Div.
File