

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Office of the Vice President for
Academic Affairs

January 24, 1986

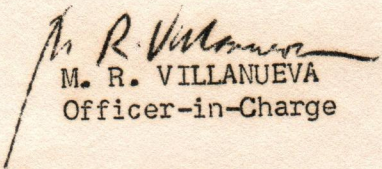
MEMORANDUM NO. 15
Series of 1986

T O: All ViSCA Staff and Guests

R E: Use of Facilities in the Manila and Cebu Offices

Please take note of the attached true copy of a Memorandum from our Manila Office, dated January 22, 1986. All ViSCA staff and guests permitted to stay in our Manila and Cebu Offices must observe the rules and policies governing the use of our facilities in those locations. While our personnel in those offices are expected to assist our official transactions, they can not extend financial assistance outside the support given for their own operation. Long distance calls, telegrams and telexes that do not concern directly the operation of the Manila and Cebu offices are not covered by their budget. If sending of telexes through these offices can not be avoided, the amount needed must be provided before the telexes are sent. The guidelines indicated in the attached Memo concerning long distance calls must be observed. Likewise, the use of the single side band radio (SSB) for personal matters is strictly prohibited following the rules of the Bureau of Telecommunication.

Please be guided accordingly.


M. R. VILLANUEVA
Officer-in-Charge

cc: Dr. Leonardo L. Manalo
Mr. Edgardo Dequito