

Office of the Vice President for  
Academic Affairs

January 24, 1986



MEMORANDUM NO. 14  
Series of 1986

T O:	Dr. Federico R. Flores	- Chairman
	Dr. Emiliana N. Bernardo	- Vice Chairman
	Ms. Felisa A. Flores	- Member
	Ms. Roberta D. Lauzon	- Member
	Ms. Editha K. Alumbro	- Member
	Ms. Alicia B. Masendo	- Member
	Engr. Manuel C. Capacio	- Member
	Engr. Nestor M. Israel	- Member

R E: MECS/VISCA Lecture/Meeting

In connection with the lecture/meeting being organized among VISCA and MECS personnel on January 31, 1986, you are requested to constitute yourselves into a Working Committee that will take charge of the following:

1. Preparation of the Social Hall including sound system
2. Preparation of two snacks and lunch for about 600 persons
3. Coordination of the programmed activities.

All expenses for this affair will be shouldered by MECS.

Please prepare the necessary plans and coordination and furnish us a copy the Committee's overall program plans.

Thank you.

*M. R. Villanueva*  
M. R. VILLANUEVA  
Officer-in-Charge