

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte  
**OFFICE OF THE PRESIDENT**

November 26, 1997

**MEMORANDUM NO. 111**  
Series of 1997

**T O: All Occupants of the New Administration Building**  
**SUBJECT: Transfer of Office on January 1998**

In view of the many activities in December like processing of personnel benefits, preparation of year-end reports, etc., the transfer of occupants to the new administration building is scheduled as follows:

January 8, 1998	-	Blessing of the new building (10:00 a.m.)
January 9-10, 1998	-	Complete transfer of office staff
January 12, 1998	-	First Monday flag raising ceremony at the new site and official business transactions to be done at the new offices.

All concerned staff are therefore requested to make the necessary preparations for the said transfer. In addition, the following chairmen/co-chairmen and members (with authority to appoint other members) are hereby appointed to help plan and implement all the activities needed for the transfer of staff to the new building:

**A. Blessing Ceremony**

Dr. Nerelito P. Pascual	-	Chairman
Dr. Vicente A. Quiton	-	Co-chairman
Mrs. Bonita T. Montes	-	Member
Mrs. Linda N. Mariscal	-	Member
Mr. Eusebio D. Olleras	-	Member

**B. Program and Invitation**

Dr. Roberto C. Guarte	-	Chairman
Mrs. Lourdes B. Cano	-	Co-chairman
Dr. Sixto P. Sandoval	-	Member
Mrs. Zenaida D. Gerona	-	Member
Mr. Jesus Freddy Baldos	-	Member
Mrs. Josefina M. Larrosa	-	Member

**C. Food Preparation and Serving**

Mrs. Corazon U. Nuevo	-	Chairman
Mrs. Jeanette B. Israel	-	Co-chairman
Mrs. Lolita L. Daquipil	-	Member
Guest House Personnel	-	Members



D. Transportation (before, during and after the transfer)

Engr. Nestor M. Israel - Chairman  
Prof. Prudencio Q. Marquez - Co-chairman  
All PPO & LUAPO Personnel - Members

E. Venue Preparation, Decoration & Paraphernalia

Dr. Justiniano L. Seroy - Chairman  
Mr. Jesus Freddy Baldos - Co-chairman  
Mr. Vicente Cordero - Member  
Mrs. Erlinda Valenzona - Member  
Mr. Virgilio Flandez - Member  
Mr. Nathaniel Rosolada - Member

F. Security Matters

Dr. Zosimo M. dela Rosa - Chairman  
Mr. Venerando Jose - Co-chairman  
All Security Guards - Members

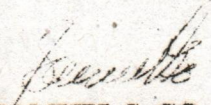
G. Solicitation and Finance

Mrs. Norma V. Cala - Chairman  
Mrs. Roberta C. Lemos - Co-chairman  
Mrs. Milagrosa L. Gamotin - Member  
Ms. Anecia C. Fernandez - Member  
Mr. Silvestre F. Buzon - Member

H. Lights and Sound

Engr. Apolonio Encierto - Chairman  
Mr. Dominador Poliquit - Co-chairman  
Selected PPO Staff - Members

Please be guided accordingly.

  
**SAMUEL S. GO**  
President