

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

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OFFICE OF THE PRESIDENT

January 11, 1988

MEMORANDUM ~~CIRCULAR~~ NO. 1
Series of 1988

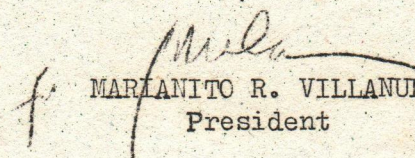
T O: All Department/Office Heads and Center
Directors concerned

SUBJECT: SUBMISSION OF THE 1987 ANNUAL REPORT

Please be reminded that all offices, units and centers were supposed to have submitted their CY 1987 Annual Report last December 31, 1987 as contained in Memorandum Circular No. 1, series of 1987 dated November 25, 1987. However, at this time there are still some offices which have not turned in their reports.

To facilitate the submission of the printed ViSCA Annual Report to the Department of Education, Culture and Sports, Commission on Audit, and to the Office of Budget and Management please submit your reports to the College Secretary not later than January 15, 1988.

For immediate compliance.


MARIANITO R. VILLANUEVA
President