

**MEMORANDUM CIRCULAR NO. 74**  
Series of 2025**TO: All Heads of Offices/Departments/Centers/Institutes/Unit Leaders, Utility Workers and Project-based Laborers****RE: Alay Linis****FROM: PROSE IVY G. YEPES, EdD**  
University President**DATE: March 3, 2025**

In view of the upcoming **ISO 2<sup>nd</sup> Surveillance Audit on March 6-7, 2025**, all project-based laborers and utility workers are directed to participate in "**Alay Linis**" activity on **March 5, 2025 starting 8:00AM to 5:00 PM**, as per recommendation by the Vice President for Administration and Finance.

The following are the persons in charge of the different areas:

<b>FOCAL PERSONS</b>	<b>AREA ASSIGNMENT</b>
Atty. Rysan C. Guinocor - Director for Administrative Services	Upper campus (from the Faculty of Humanities and Social Sciences up to the Faculty of Forestry and Environmental Science)
Dr. Santiago T. Peña – Vice President for Research, Extension and Innovation	Upper campus (from Guard Post 1 to the OVPREI including the area near the Faculty of Agriculture & Food Science, VSU Gym and Sports Development Program (IHK), new University Library, Canteen)
Engr. Marlon G. Burlas – Director, General Services Office	Lower campus including the Beach Area/Apartelle/Guest House
Concerned Deans, Heads, & Research Center Directors	Respective offices, centers, and surroundings

Engr. Marlon G. Burlas is directed to provide logistic support (lawnmowers, tractors, trailers, dump trucks, etc.)

Assigned areas are expected to be free from any unwanted vegetation and garbage. Likewise, everybody must clean their respective workspace following the 5s principles.

Moreover, all project-based laborers and utility workers are directed to do the cleaning of the main thoroughfare of the university to get rid of the accumulated leaves and trash over the weekend.

Your cooperation is highly appreciated.

**OFFICE OF THE PRESIDENT**

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