

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Office of the President

January 18, 1996

Memorandum No. 10

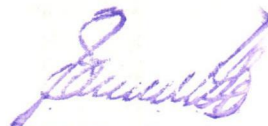
TO: All Department Heads and Academic Staff

The Office of the Director of Instruction has set the deadline for submitting the following:

1. Updated Course Outlines - 3 copies - January 31
2. Syllabi/Study Guide/
Instructional Material - 1 copy - February 15

If you can submit a week ahead of the agreed deadline, the Office of the Director of Instruction will certainly appreciate it very much. I am therefore encouraging you to do it inasmuch as the copies submitted to the ODI will still be bound by department before they are displayed at the VISCA AACCUP Office which is located at the CSR building.

Your kind cooperation is hereby enjoined.


SAMUEL S. GO
President