

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 15, 1996

MEMORANDUM NO. 14
Series of 1996

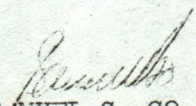
T O: All Office/Department Heads and Center Directors

SUBJECT: Overtime Work

As part of the ViSCA campus security measures and for the protection of ViSCA staff members rendering overtime work, all office/department heads and center directors are required to furnish the security force or through any of the Guard Posts with copies of approved work permit of staff members planning to render overtime work and the expected time of departure from the office.

The Security Force is requested to facilitate implementation of the herein memorandum.

For compliance.


SAMUEL S. GO
President