



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

24 November 1999

MEMORANDUM NO. 119

Series of 1999

**T O: Ms. Lourdes B. Cano
Ms. Asteria A. Sevilla
Prof. Daniel M. Tudtud, Jr.
Dr. Corazon B. Batoy
Ms. Ma. Christina U. Ramirez**


R E: Committee to Rank Candidates for the Six (6) REMO I (Reproduction Machine Operator I) Positions

With Ms. Lourdes Cano as Chairman and Ms. Asteria Sevilla as Secretary, please constitute yourselves into a committee to screen all candidates/applicants for the six (6) REMO positions.

Attached is the list of candidates and the initial data as provided for by the HRMDO. Your committee is advised to use the approved criteria in the evaluation of candidates for clerks and other administrative positions, a copy also is hereto attached.

Please submit the result of your evaluation/ranking to this office through the Non-Academic Personnel Board not later than December 1, 1999.

Please be guided accordingly.


✓ **PACIENCIA P. MILAN**
President