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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



19 July 2001

MEMORANDUM NO. 107

Series of 2001

T O: Ms. Lourdes B. Cano - Chairman
Ms. Ma. Cristina U. Ramirez - Vice-Chairman
Dr. Rolando H. Arpilleda - Member
Dr. Zosimo M. dela Rosa - Member
Ms. Asteria Sevilla - Member/Secretary-Stenographer

R E: Reconstitution of the ViSCA Formal Investigation Committee

By virtue of the powers vested in me by the ViSCA Board of Trustees, the composition of the ViSCA Formal Investigation Committee is hereby reconstituted effective immediately until 31 December 2002 unless sooner terminated or revoked by higher authority.

This Committee is tasked primarily with the responsibility of conducting speedy and impartial formal investigation of employees of the College found by the Fact Finding Committee to have violated CSC and/or ViSCA Rules and Regulations.

Furthermore, the Committee is directed to follow the Revised Rules and Procedures in the conduct of Administrative Investigations per CSC Memorandum Circular No. 19, s. of 1999, including the timeframe within which to conduct the formal investigation up to the formal submission of the final report to the Office of the ViSCA President.

This Memorandum supercedes all previous issuances on this matter.

For your information and guidance.


PACIENCIA P. MILAN
President

cc: Dr. Jose Alkuino, Jr.
Dr. Jose Bacusmo
Dr. Corazon Batoy
Prof. Efren Saz
Records
File

Handwritten notes and signatures:
- 7/24/01
- 7/24/01
- 7/24/01