

MEMORANDUM TO: Dr. Carmiano M. Miranda
Mr. Joel M. Ancheta
Mr. Silvestre Cagande
Ms. Evelyn T. Bestil

Ms. Sharon Singzon
Prof. Ruben M. Mercado
CSSC President


SUBJECT: VISCA SANITATION AND BEAUTIFICATION COMMITTEE

Effective immediately, and with Dr. Carmiano M. Miranda as Chairman, please constitute yourselves into The VisCA Sanitation and Beautification Committee with the following duties:

1. To monitor and periodically evaluate the cleanliness and sanitation of VisCA Staff Housing units, Student Dormitories, Office & other buildings, and their surroundings.
2. To formulate guidelines or policies on the disposal of garbage and other wastes from offices, VisCA Market, staff and student housing units.
3. To formulate beautification and sanitary measures including recommendation for appropriate drainage system in the above mentioned places.
4. To formulate guidelines and recommend any form of incentives and awards to deserving staff, students and any VisCA occupants involved in the VisCA sanitation and beautification activities.
5. To recommend to the office of the President for sanction of any VisCA staff, students, and other VisCA occupants regarding violation of sanitation and beautification policies.

It will be much appreciated if your committee can start the work before the VisCA anniversary.


Please be guided accordingly.


SAMUEL S. GO
President

cc: Records
File

5. Hiring of personnel on "emergency basis" shall be minimized.

Please be guided accordingly.


SAMUEL S. GO
President