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MEMORANDUM NO. 150

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T O: T/Sgt. Carlos A. Cala

R E: Designation as Assistant Chief Security Officer

R E: Designation as Officer-in-Charge of the College

Upon the recommendation of the PC/INP and the Chief Security Officer of VISCA you are hereby designated Assistant Chief Security Officer of VISCA effective immediately until you are replaced or the appointment is revoked by this Office.

As Assistant Chief Security Officer, you are expected to assist the Chief Security Officer in:

1. Training of VISCA security guards and institution of discipline among them for more efficient performance of their functions.
2. Linking with the PC/INP for assistance in providing security and peace and order in the College.
3. Improving security measures for the College.
4. Assigning PC/INP personnel attached to the College in special posts on campus.
5. Perform other tasks that may be assigned by the Chief Security Officer or by the President.

cc: Budget

COA

Account

File

In return for this assignment, you shall be entitled to use College facilities like other VISCA security guards in addition to you usual honorarium.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Chief Security Officer
Capt. Romulo Mendejar
Capt. Felimon Maray
Records

10/7/89