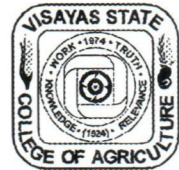


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



19 July 2001

MEMORANDUM NO. 103
Series of 2001

T O: Mr. Isabelo Bagarinao *7/27*
R E: Holding of Office at LUPDU for Two (2) Days a Week

In view of the maternity leave of absence of Ms. Editha Dargantes, Clerk of LUPDU, you are hereby requested to hold office at that unit two (2) days a week during the period of Ms. Dargantes' maternity leave. Please arrange your schedule of reporting with Dr. Juan Labra in such a way that your main function at the LUAPU will not be disrupted.

Please be guided accordingly.

A handwritten signature in purple ink, appearing to read "P. Milan".

PACIENCIA P. MILAN *At*
President

cc: Prof. C. D. Espina *7/27*
Dr. S. B. Bulayog
Dr. J. S. Labra
HRMDO *7/28/ing.* *7/24/01*
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