

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

21 January 2000

**MEMORANDUM NO. 21**

Series of 1999

**T O: Ms. Juvy Calleja**

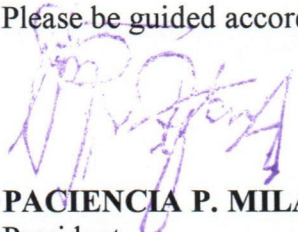
**SUBJECT: Temporary Re-assignment as Clerk at DAEE**

You are hereby re-assigned temporarily as Clerk of the Department of Agricultural Education and Extension (DAEE) on the following dates:

1. February 1-15, 2000
2. March 1-24, 2000

You shall serve as support staff to DAEE and can go back to your original assignment at PPO after March 24, 2000.

Please be guided accordingly.

  
**PACIENCIA P. MILAN** *010*  
President *1-24-2000*

cc: Engr. N. M. Israel  
Dr. A. C. Y. Sandoval  
OP  
OVPA  
HRMDO  
Accounting  
Records  
File