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Office of the President

14 November 2014

MEMORANDUM CIRCULAR NO. 55

Series of 2014

T O: All Heads of Offices/Departments/Centers/Institutes/Units,
Project Leaders, Utility Workers and Project-based Laborers

R E: "Alay Linis"

As part of our preparations for the AACUP Level IV Phase 1 accreditation and revisit of programs on November 24-29, 2014, all VSU and project based laborers and utility workers are directed to participate in a whole day **"Alay Linis" activity on November 21, 2014**. All utility workers are directed to report to Dr. Roberto C. Guarte at the Administration Building for instruction while all project and non-project based laborers are also directed to report to Dr. Othello B. Capuno at OVPRE for instruction. Dr. Guarte's group will take care of cleaning the upper campus (including the road from Food Tech Building to Forestry down to Sampaguita Dorm) while Dr. Capuno's group will take charge the cleaning of the lower campus. Mr. Remegio Sanico will provide logistical support (tractors, trailers, dumptrucks, etc.)

Moreover, all faculty and staff are to clean their offices and their immediate vicinity.

Please put special attention to gathering of non biodegradable trash.

For compliance.


JOSE L. BACUSMO
President

cc: Dr. R. C. Guarte, OVPAF
Dr. O. B. Capuno OVPRE
Mr. R. Sanico, Motorpool