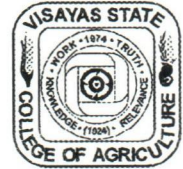


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



9 August 2000

MEMORANDUM CIRCULAR NO. 60

Series of 2000

T O: All Department/Office Heads and Center Directors

R E: "*Alay Lakad* 2000"

In connection with the DSWD (thru the Local Government) Annual Activity of *Alay Lakad* to generate funds to support underprivileged individuals, the Baybay Municipal Council has sent this office the *Alay Lakad* 2000 Raffle Tickets which is our contribution in the *Alay Lakad* 2000 activities.

Each ticket costs P5.00 only or P50.00 per stub. Proceeds of this Raffle will be used for the stipend of the *Alay Lakad* Scholars. These students come from underprivileged families that really need our financial support. Hence, you are requested to facilitate the distribution of these tickets in your respective department, office and center.

All unsold tickets shall be returned to the Office of the Vice President for Administration (OVPA) not later than August 31, 2000. If unsold tickets are not received by the said office on the due date, it is assumed that they are sold out. For sold out tickets, the proceeds shall be remitted to OVPA not later than September 4, 2000 (Monday).

The *Alay Lakad* parade and program will be on September 10, 2000 (Sunday). The raffle draw will be done during the program. Hence, the participation of faculty and staff during the parade and program is also encouraged. Arrangements for vehicle to town will be arranged.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: OVPA - *8/15/00*
OVPA - *8/15/00*
Records Division - *8/15*