

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

244

August 5, 1993

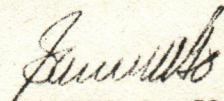
MEMORANDUM NO. 104  
Series of 1993

TO: All Directors and Department/Office Heads

RE: Official Travel and Vacation Leave

While waiting for the formulation of new policies on official travel and leave of absence of Directors and Department/Office Heads, you are hereby required to secure the approval of the undersigned before going on official travel or vacation leave.

For compliance.

  
SAMUEL S. GO  
President