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August 13, 1992

MEMORANDUM NO. 64
Series of 1992

T O: Mr. Rogelio C. Licayan

On the basis of documents covering a preliminary investigation submitted to me through channels by the principal of ERHS, there are indications that you might be guilty of having violated ViSCA's and Civil Service rules and regulations in connection with your handling of the income of the ricefarm project of the ERHS Math and Science Club of which you were the adviser.

Attached herewith is a copy of the assessment and evaluation report made by the officers of the Math and Science Club together with the teachers of the Math and Science Section of ERHS. In not less than five (5) days but not more than ten (10) days from receipt, please explain why ViSCA should not charge you for gross dishonesty and conduct unbecoming of a ViSCA faculty member. Should you fail to answer, it is presumed that you will leave it to us to decide on the basis of documents already on hand. On the other hand, if we feel that your answers are not satisfactory, we will proceed with a formal investigation by a committee during which you are entitled to be represented by a counsel of your choice.

Please be guided accordingly.

M. R. Villanueva
for M. R. VILLANUEVA
President *[Signature]*