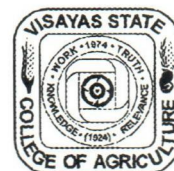


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



11 May 2001

MEMORANDUM NO. 78

Series of 2001

T O: **Dr. Corazon B. Batoy, OSA** - *[Signature]*
Prof. Dominador S. Ugsang, VLHS
Dr. Julita A. Gapuz, DAEE *[Signature]*

As part of the rationalization of VLHS as a laboratory facility of DAEE and for a more efficient delivery of services, all of its support function shall fall under the existing organization structure of ViSCA. In this regard, OSA shall have the administrative supervision of VLHS over the High School Dorm, Guidance and Counseling, student organization and other related activities effective June 1, 2001. The Director of Student Affairs is advised to meet immediately all concerned parties for proper delineation of functions and responsibilities.

This administrative order supercedes previous memoranda/order. Please be guided accordingly.

Very truly yours,

[Signature]
PACIENCIA P. MILAN
President *[Signature]*

cc: OVPAA - *[Signature]* 5-18
OVPA - *[Signature]* 5-18-01
OSA - *[Signature]* 5/18
ODI - *[Signature]*
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