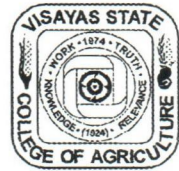


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



18 September 2000

MEMORANDUM CIRCULAR NO. 74 Series of 2000

T O: **All Concerned**

R E: **Accommodation at ViSCA Manila and Cebu Lodging Houses**

In order to maximize utility of college facilities, the College started accepting non-ViSCAns to stay at our ViSCA Manila and Cebu Lodging houses since 1995. This policy was formalized by BOT Resolution No. 60, s. 1995 prescribing the rates of lodging including that for non-ViSCAns.

However, in order not to deprive ViSCAns of the priority use of these lodging facilities, the following guidelines in the accommodation of non-ViSCAns shall be followed:

1. It is encouraged that ViSCAns should make prior arrangement with the Lodging House caretaker. The "first-come first-served" policy should be followed for all guests except for ViSCAns who have prior arrangement/reservation with the Lodging House caretaker;
2. If arrival is simultaneous, ViSCAns shall have priority accommodation over non-ViSCAns;
3. Accommodation of non-ViSCAns should be on a per day basis. His accommodation for subsequent days shall be dependent upon the non-arrival of ViSCA staff to be accommodated at the Lodging House. The Lodging House Caretaker should make this clear with the person concerned so that he can vacate the room upon arrival of a ViSCA staff needing accommodation at the Lodging House;
4. A ViSCA staff who cannot be accommodated in any room upon his arrival, should accept to stay in the sala and wait for the next day when the accommodation of a non-ViSCAn in a room shall no longer be renewed.

For the information and guidance of all concerned.


PACIENCIA P. MILAN
President