



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

June 1, 1999

MEMORANDUM NO. 44 *Shirley Ann*  
Series of 1999

**T O: Staff Members Holding Office at the Administration Building**

**SUBJECT: Attendance in Flag Ceremony/Retreat in front of the new Administration Building, Wearing of Filipiniana Attire and Display/Pinning of Identification Card**

You are hereby reminded of the requirement to attend the flag ceremony in front of the new Administration Building and to wear Filipiniana attire during Mondays, attend the flag retreat during Fridays and pin/display the ViSCA ID from Monday to Friday.

Although academic staff members with designated positions who are holding office at the Administration Building may attend flag ceremony/retreat in their respective departments, they are also encouraged to follow these requirements. All other employees holding office at the administration building are therefore covered by this Memorandum.

The Security Guard on duty at the Administration Building is hereby directed to monitor and report to this office late comers after the flag ceremony, while designated persons shall report non-attendance of staff members during flag ceremony/retreat.

For compliance.

*Samuel S. Go*  
**SAMUEL S. GO**  
President *SG*