

370
May 24, 1988

MEMORANDUM NO. 57
Series of 1988

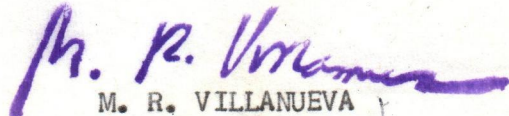
T O: Mr. Melgredo B. Castillon

R E: Failure to Submit Clearance and Failure to Account
VISCA Funds

Your application for a one-year leave without pay was approved last March 16, 1988 but you failed to submit the necessary clearance as required in CSC Memo-Circular No. 2, s. 1985 per memorandum sent to this office by the Director of Student Affairs.

You are, therefore, required to clear yourself immediately of all property and monetary responsibilities and submit the same to your immediate superior, the Director of Student Affairs, otherwise legal action will be taken against you in order to satisfy CSC regulations.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Legal Office
Office of Student Affairs

Ms. Ginas Anduyan