



**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte, Philippines  
**Office of the President**

20 January 2000

**MEMORANDUM NO. 16**  
Series of 2000

T O: **Dr. Manuel K. Palomar** - Chairman — *Dr. G. G. G. - chair* *memo #53*  
**Dr. Rodolfo G. Escalada** - Vice-Chairman  
**Dr. Corazon B. Batoy** - Member  
**Engr. Alan Presbitero** - Member  
**Engr. Nestor Israel** - Member  
**Dr. Isabel Bertulfo** - Member  
**Ms. Bonita T. Montes** - Recording Secretary

**R E: Reconstitution of the Membership in the ViSCA Housing Committee**

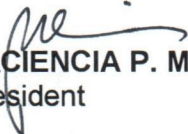
By virtue of the authority vested in me by the ViSCA Board of Trustees, I hereby reconstitute the membership of the Housing Committee effective immediately until 31 December 2000, unless sooner terminated by the appointing authority without prejudice to reappointment. The functions of the committee, including limited jurisdiction over student housing, are as follows:

1. To recommend to the President policies and actions on matters pertaining to housing of ViSCA personnel and students;
2. To regularly review and improve existing policies, rules, standards, general guidelines and practices affecting housing assignment and accommodation of ViSCA personnel;
3. To recommend housing plans and programs for ViSCA faculty, staff and students;
4. To assist the Office of the President in the assessment of housing problems and recommend solutions;
5. To screen all housing applications of staff and recommend actions to the President for approval; and
6. To perform other functions related to housing that may be assigned by the President.

Please make immediate evaluation of the present housing assignments and find out if by revising the current guidelines, additional personnel can be accommodated in the existing functional units through a feasible sharing system and by establishing a minimum occupancy level for each unit.

This Order supercedes all orders/memoranda issued earlier on the same subject.

For your information and guidance.

  
**PACIENCIA P. MILAN**  
President

cc: Dr. N. P. Pascual  
Ms. E. T. Bestil  
Engr. C. D. Espina  
Dr. J. L. Seroy  
Prof. A. S. Alkuino  
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