

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

September 20, 1999

MEMORANDUM NO. 81
Series of 1999

T O : ALL FACULTY, ADMINISTRATIVE STAFF AND STUDENTS
THRU Department/Office Heads and Center Directors

SUBJECT : ALAY LAKAD PARTICIPATION AND CONTRIBUTION

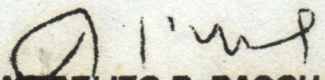
Everyone is enjoined to participate in the Alay Lakad (parade and program) in the municipality of Baybay, Leyte. Assembly time is 4:00 a.m. at the Baybay Gym area.

The PPO is requested to provide transportation to VISCA campus participants. The vehicle shall be stationed near the Guard Post No. 1 starting at 3:30 a.m., September 26, 1999.

Department/Office Heads and Center Directors are also requested to facilitate the distribution of the Alay Lakad Raffle Tickets in the amount of P 50.00 per employee (compulsory donation) as agreed during the meeting of the Alay Lakad Executive Committee on August 13, 1999. Proceeds of the said Raffle will go to the Alay Lakad Scholarship Fund.

Collections shall be remitted to the Office of the Vice President for Administration not later than September 25, 1999. For those who opt for salary deduction, kindly fill-up the attached authorization form.

Please be guided accordingly.


NERELITO P. PASCUAL
Officer-In-Charge

AUTHORIZATION FOR SALARY DEDUCTION

Mrs. Corazon U. Nuevo
Cashier
ViSCA, Baybay, Leyte

Dear Ms. Nuevo:

The undersigned authorized the Cash Division to deduct P 50.00 from our September 30, 1999 salary for Alay Lakad Raffle Ticket.

[illegible]