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VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

June 7, 1995

MEMORANDUM NO. 11
Series of 1995

T O: All Concerned

SUBJECT: Reorientation Training For All Security Guards

There will be an reorientation training for all security guards which will be held on June 19-21, 1995 (first batch) and June 22-24, 1995 (second batch). Dr. Zosimo de la Rosa is requested to adjust the tour of duty of every guard to enable them to attend the above-mentioned training.

The following working committees are also created to ensure smooth conduct of the training:

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| 1.) Registration | - Mrs. Ricarda Taganas - Chairman
Mrs. Bernardita Bibera - Member
Mrs. Josefina Larrosa - Member |
| 2.) Facilitation/
Evaluation | - Mrs. Luz Poliquit - Chairman
Mr. Abdon Malnegro - Member
Mrs. Eva Modina - Member |
| 3.) Secretariat | - Mrs. Asteria Sevilla - Chairman
Mrs. Evelyn Bestil - Member
Mrs. Diana Acedilla - Member |
| 4.) Snacks & Accommodation | - Mrs. Concepcion Comon - Chairman
Mr. Virgilio Flandez - Member
Mrs. Felicisima Israel - Member |
| 5.) Certificates for Participants
and Speakers | - Mrs. Teresita Quiñanola - Chairman
Ms. Lourdes Managbanag - Member |
| 6.) Over-All Coordination | - Mrs. Lourdes B. Cano - Chairman
Dr. Zosimo de la Rosa - Member
Engr. Roque C. de Pedro - Member |
| 7.) Steering Committee | - Dr. Nerelito P. Pascual - Chairman
Prof. Sixto P. Sandoval - Member
Ms. Bonita Montes - Member |

Please be guided accordingly.

Samuel S. Go
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President