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Office of the President

30 March 2011

MEMORANDUM CIRCULAR NO. 21

Series of 2011

**T O: All Heads of Offices/Departments/Centers/Institutes/Units,
Project Leaders, Utility Workers and Project-based Laborers**

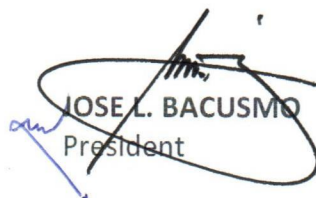
R E: "Alay Linis"

As part of our preparation for the forthcoming Collegiate Commencement Exercises on April 5, 2011, all VSU and project based laborers and utility workers are directed to participate in a ***whole day "alay linis" activity starting at 8:00 o'clock in the morning, on Monday, April 4, 2011.*** All utility workers are directed to report to Dr. Roberto C. Guarte at the Administration Building for instruction while all project and non-project based laborers are also directed to report to Dr. Othello B. Capuno at OVPRE for instruction. Dr. Guarte will take care of cleaning the upper campus while Dr. Capuno will coordinate the cleaning of the lower campus. Mr. Remegio Sanico will provide logistical support (tractors, trailers, dumptrucks, etc.)

Moreover, all faculty and staff are to clean their offices and their immediate vicinity.

Please put special attention to gathering of non biodegradable trash.

For compliance.


JOSE L. BACUSMO
President

cc: Dr. R. C. Guarte, OVPAF
Dr. O. B. Capuno OVPRE
Mr. R. Sanico, Motorpool