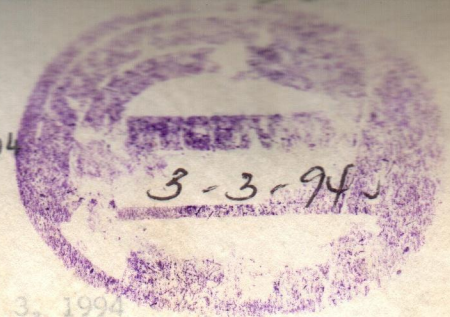


VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

March 3, 1994



OFFICE OF THE PRESIDENT
MEMORANDUM NO. 28
Series of 1994

March 3, 1994

T O : Dr. Vita Polo
MEMORANDUM NO. 28
Series of 1994
Director, HRMDO

SUBJECT : SUBMISSION OF REPORTS ON PERSONNEL ACTIONS
(ROPA) TO THE CIVIL SERVICE COMMISSION

T O: All Concerned

SUBJECT: Appointments for the Months of January and February 1994

You are hereby requested to prepare our report on personnel actions (ROPA) to the Civil Service Commission for the months of January and February 1994.

Said reports (together with the duplicate/certified true copies of appointments acted and other documents) are due for submission within the first 5 days of the ensuing month. If said reports cannot be finished by March 4, you and your staff are hereby requested to render overtime work so that said reports can be submitted to CSC on Monday, March 7, 1994.

Mr. El Troubador Escabal and Mr. Ronilo Cano may be utilized to assist you in the report preparation.

For compliance.

SAMUEL S. GO
President 3/7/94

cc: Vice President for Adm.
OIC-Adm. Officer
Mr. E. Escabal and Mr. R. Cano
File

Please address reply to: Visayas State College of Agriculture
8 Lourdes St., Pasay City 1300
Philippines
Telephone: 521-20-27