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Office of the President

12 June 2007

MEMORANDUM CIRCULAR NO. 28
Series of 2007

T O: All Members of the ViSCA Consumers' Cooperative

R E: General Assembly Meeting

Please be informed that there will be a General Assembly Meeting of all the members of ViSCA Consumers' Cooperative on June 26, 2007, Tuesday, 3:00 p.m. at the Science Lecture Hall, Engineering Building. To ensure maximum attendance and participation to this general assembly, the ViSCA Consumers' Cooperative (VCC) Board of Directors and Officers have requested for the shortening of classes. Thus, classes during this day will be shortened as follows:

	<u>Regular Time</u>	<u>Shortened Time</u>
Lecture:		
	7:00 – 8:30	7:00 – 8:00
	8:30 – 10:00	8:00 – 9:00
	10:00 – 11:30	9:00 – 10:00
	11:30 – 1:00	10:00 – 11:00
	1:00 – 2:30	11:00 – 12:00
	2:30 – 4:00	1:00 – 2:00
	4:00 – 5:30	2:00 – 3:00
Laboratory:		
	7:00 – 10:00	7:00 – 9:00
	10:00 – 1:00	9:00 – 11:00
	1:00 – 4:00	1:00 – 3:00

Furthermore, administrative staff may leave their respective offices by 2:45 p.m. without being marked undertime on their Daily Time Record (DTR).

For information and guidance.


PACIENCIA P. MILAN
President