

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

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OFFICE OF THE PRESIDENT

March 15, 1990

MEMORANDUM NO. 56  
Series of 1990

T O: ALL ACADEMIC AND ADMINISTRATIVE PERSONNEL

SUBJECT: Transitory Measures

Because of our strong desire to return normalcy in our campus, which is also the personal desire of the DECS Secretary and Chairman of the Board of Trustees, it is hereby requested that the following directives be observed by all VisCA personnel concerned:

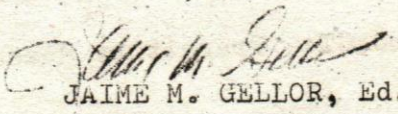
1. All official travels outside the campus will be approved by the undersigned or his authorized representative.
2. College vehicles should leave the campus only after the approval of trip tickets by the undersigned or the Vice President for Administration.
3. Official release of the following shall be subject to the notation of the undersigned or his authorized representative:
  - a. Official Press or Radio releases of the College.
  - b. Correspondence from the Office of the President, appointments, designations, requisitions and vouchers.
4. The Administrative Officer and other College Officials concerned are authorized to institute remedial measures in case of disruption of functions in the administrative or support services.
5. The Administrative Officer is directed to monitor attendance of administrative and support staff and submit periodic reports to the undersigned.
6. The Vice-President for Academic Affairs and the Director of Instruction are required to submit periodic reports on student class attendance and remedial measures adopted to allow students to comply with class requirements missed during this semester.
7. It is advised that discussion on controversial issues about the College and other matters that will cause divisiveness among students and staff be toned down.
8. Salaries for the first half of March, 1990 will be released soon since the Disbursing Officer has been authorized to draw a cash advance for the purpose.

These measures are instituted to minimize irritants and possible causes of friction in the College.



Compliance of all students and staff members concerned is hereby enjoined.

This memorandum supersedes earlier memoranda not consistent with these directives.

  
JAIME M. GELLOR, Ed.D.  
Officer-in-Charge

cc: Dept./Center/Office heads  
Students  
Records  
File