

16 February 1984

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MEMORANDUM NO. 24  
Series of 1984

TO: All Department Heads and Research Center Directors

SUBJECT: Preparations for the 10th VISCA Commencement Exercises

VISCA as an autonomous state college shall hold its 10th commencement exercises anytime between March 29 and 31, 1984. Dr. Jaime C. Laya, the new Minister of Education, Culture and Sports, shall be our guest speaker.

To make the event more auspicious and memorable, you are hereby charged with the following functions and responsibilities:

1. Make all your experimental and production fields free of weeds, clean and presentable, Experimental plots should be well labeled.
2. Put up your best exhibits of new technologies and research/extension outputs or achievements in the VICARP exhibit hall.
3. Maintain cleanliness of your respective buildings and surroundings.

The department heads and research center directors shall be held responsible for communicating orders to their respective staff to discharge their assignments related to these three areas of concern.


The Director of Research and Extension shall exercise general supervision regarding Nos. 1 and 2 above, while Dr. Jose R. Juego, the chairman of the Committee on Sanitation and Campus Cleaning shall exercise general supervision regarding No. 3.

FILE  
NATIONAL ARCHIVES  
RECORDS MANAGEMENT

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Cleanliness of the beach area shall be the responsibility  
of the Experimental Rural High School under Dr. Federico R. Flores.

Please be guided accordingly.

  
F. A. BERNARDO  
President

cc: Dr. E. N. Bernardo  
Dr. J. R. Juego  
Dr. F. R. Flores  
Vice Pres. S. S. Go