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MEMORANDUM No. 91
Series of 1988

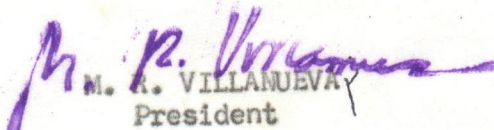
T O: Mr. Manuel Pala
Secretary, Housing Committee &
In-Charge, Housing Office

R E: Assignment of Housing to Former Occupants of the
Old Guest House

It has reached my knowledge that all the occupants of the old Guest House have been transferred to the International House basement ignoring the recommendation of the Housing Committee to give priority to legitimate occupants. It must be made clear that legitimate occupants must be interpreted in accordance with existing housing rules and regulations that govern the awarding of housing units to VISCA employees. Furthermore, the rooms at the IH basement must be segregated into units based on the rooms and space available. Please take note that we have many other VISCA employees who are needing housing. Hence, we must follow our system of awarding units based on qualifications as a means of screening applicants.

I advise you, therefore, to sort out immediately the assignments of the units at the IH basement by applying strictly housing rules and regulations. A firm decision must be made if there are occupants who should not be allowed to move in if there are others who are more qualified based on the list provided by the Housing Committee.

Please submit a report of actions taken as soon as possible.


M. R. VILLANUEVA
President

cc: Housing Committee
IH Management
Records
File