

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 19, 1995

MEMORANDUM NO. 16

Series of 1995

T O : Project Managers of Income Generating Projects
LUAPU Director
Heads of Departments/Centers/Units


R E : APPOINTMENT OF EMERGENCY WORKERS AND OTHER PROJECT
REQUESTS

To insure faithful compliance of the approved guidelines on project management and operations, the LUAPU Director is requested to review and recommend all requests (employment, payrolls, vouchers, etc.) charged to any income generating project of the college.

Moreover, any request for construction or modification of building and other infrastructures shall get the endorsement of the Physical Plant Office before submitting it for approval.

Henceforth, all requests related to the above and without endorsement from the concerned office shall not be entertained.

Please be guided accordingly.


SAMUEL S. GO
President

cc: Vice President for Administration
Director, PPO
Records
File

