



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

June 7, 1999

MEMORANDUM NO. 42
Series of 1999

T O: All Academic Department Heads and Registration Advisers
SUBJECT: Closure of Subjects

It has reached the attention of my office that many students are unable to enroll due to closure of some courses to additional enrollees.

Effective immediately, enrolment closure of subjects shall be subject to the endorsement of the Department Head, approved the by Director of Instruction for undergraduate subjects; or the Director of Graduate School for graduate courses.

cc: VPAA
ODI
OGS
Registrar
Records

U.A. Guevarra
SAMUEL S. GO
for President *012*