

March 22, 1984



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MEMORANDUM NO. 50  
Series of 1984


T O: All Staff Members Concerned

SUBJECT: Establishment of Pigeon Holes at the Records Office

To minimize cost of fuel for messengerial services the administration is providing a pigeon hole for each department/center/office at the Records Office. Staff members of departments/centers/offices are urged to pick up the materials for their respective departments/centers/offices whenever they come to the Administration Building.

Officials of the College sending notices and memoranda to staff members in the different units of ViSCA are encouraged to provide enough copies of the notice or memorandum for each staff member concerned. These notices and memoranda may be sent through the pigeon holes instead of sending a messenger to go around the campus to deliver the materials or notify staff members concerned.

For compliance.

  
F. A. BERNARDO  
President