



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

14 April 2000

MEMORANDUM NO. 98

Series of 2000

T O: **Dr. Justiniano L. Seroy** *[Signature]*
ViSCA-ATEP Coordinator

R E: **Transfer of Motorcycle**

In view of the activities being undertaken by the Office of the Director of Instruction (ODI) and the need of a motorcycle in disseminating/sending out notices of meetings/communication to the different academic departments, you are hereby instructed to effect the transfer of the motorcycle from ViSCA-ATEP to ODI. The memorandum receipt of the motorcycle shall likewise be transferred to the ODI staff.

When the need arises, ATEP may request to use the motorcycle. However, the approval of the ODI Director should be secured for the purpose.

This memorandum shall take effect immediately and shall remain in force unless revoked by the undersigned.

[Signature]
PACIENCIA P. MILAN
President

cc: Dr. R. G. Escalada *[Signature]*
Ms. J. B. Israel *[Signature]*
Mr. V. A. Cordero *[Signature]*
Records