

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

May 15, 1996

MEMORANDUM NO. 61
Series of 1996

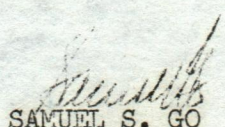
T O : All Heads of Offices, Departments and Centers
R E : Use of Telephone (EVTELCO)

The EVTELCO has already started the installation of telephone lines/sets for VISCA's offices. In view of this development, each Office Head is hereby requested to establish a monitoring system on long distance telephone calls to be made by the staff. Only official calls shall be paid by the College to be charged to the appropriate office/department/center fund.

All telephone connections are operator-assisted for long-distance calls using the number 109. No collect calls from incoming messages shall be allowed.

To date, only 7 sets have been partially installed. While waiting for other telephone units to be installed in various offices, official calls can be done at the Offices of the Vice President for Administration, Auditor, Cashier and High School Principal.

For your guidance.


SAMUEL S. GO
President

cc: OVPA
EVTELCO
Records
File