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Office of the President

20 January 2016

MEMORANDUM CIRCULAR NO. 05

Series of 2016

**T O: All Heads of Offices/Departments/Centers/Institutes/Units,
Leaders, Utility Workers and Project-based Laborers**

R E: "Alay Linis"

In preparation for the coming Investiture Rites of the New VSU President on January 27, 2016, all VSU and project based laborers and utility workers are directed to participate in a whole-day **"Alay Linis" activity on Monday, 25 January 2016.**

The following are the persons-in-charge of the different areas:

PERSON IN-CHARGE	AREA ASSIGNMENT
Dr. Remberto A. Patindol – VP for Adm. & Finance	Upper Campus (from DLABS up to the College of Forestry and Environmental Science)
Dr. Othello B. Capuno – VP for Research & Extension	Upper Campus (from the Guard Post 1 to the OVPRE including the area near the Dept. of Food Science and Technology, VSU Gym and IHK, New University Library, Canteen)
Engr. Mario Lilio P. Valenzona – Head, GSD	Lower Campus (including the Beach Area)
Concerned Heads	Department/Building (inside and surrounding)

Mr. Remegio M. Sanico is directed to provide logistical support (tractors, trailers, dumptrucks, etc.).

Assigned areas are expected to be free from any unwanted vegetation and garbage before and after the investiture.

Your cooperation is highly requested.


EDGARDO E. TULIN
President *ec* 1/20/16