

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 28, 1997

Memorandum No. 69
Series of 1997

T O: All Office/Department Heads and Center Directors

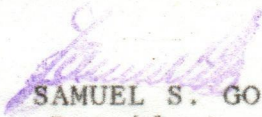
R E: Seminar

A seminar on "Identifying Training Needs, Training Needs Assessment, Job Description and Performance Appraisal" will be conducted by Petrus Scrotorst, Training Consultant of the Royal Tropical Institute, Amsterdam, The Netherlands at VISCA, Baybay, Leyte on August 6-7, 1997, FARM Training Hall.

All office/department heads and center directors or their representatives are encouraged to attend this seminar. In order to defray the cost of snacks and supplies and materials, your respective departments will be charged in the amount of P200.00/day. The Accounting Division is directed to facilitate billing the departments/centers concerned.

Kindly submit to this office on or before August 1, 1997 the name/names of your participant.

Please be guided accordingly.


SAMUEL S. GO
President

cc: OVPA
Accounting Div.
OAA