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OFFICE OF THE PRESIDENT

May 13, 1994

MEMORANDUM NO. 53
Series of 1994

T O: Dept./Office/Center/Unit Head:

SUBJECT: Printing of ViSCA Stationery, Publications and Other Documents by the ViSCA Printing Press

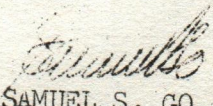
Please be informed that effective immediately, approval of the College President or his authorized representative shall no longer be required for the printing of ViSCA stationery, publications and other documents by the ViSCA Printing Press.

However, the approval is necessary for publications and other documents which cannot be accommodated by the ViSCA Printing Press as certified by the Printing Press Manager, and therefore, will be printed outside ViSCA.

Since the ViSCA Printing Press has the capability to print ViSCA stationery and other documents, you are encouraged to use the ViSCA printing press facilities.

It is understood however that other supporting papers will also be prepared following the standard operating procedure.

For information and guidance of all concerned.


SAMUEL S. GO
President