

OFFICE OF THE PRESIDENT

July 10, 1992

MEMORANDUM NO. 48

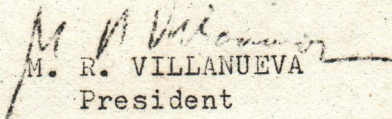
Series of 1992

T O: The Office/Department/Center Heads

R E: Administrative Actions Needed by Staff

Please be reminded of your routine administrative functions related to leave status, change of status, appointments, etc. for your respective staff members. There may be actions that should be initiated at your level before any action at higher level can be done in accordance with existing ViSCA rules and regulations. If needed, please consult your respective Directors.

Please be guided accordingly.


M. R. VILLANUEVA
President