

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

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Memorandum No. 151
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T O: Department/Center/Office/Unit Heads

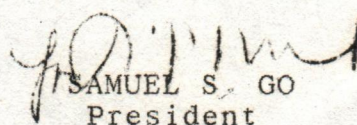
R E: Compulsory Attendance of All ViSCA Drivers
for Reorientation Seminar

Please be informed that a reorientation seminar for all ViSCA drivers will be held on November 14-15, 1996 at the FARMI Training Room, ViSCA, Baybay, Leyte.

All department/center/office/unit heads are directed to advise their staff not to schedule any trip which require the services of department assigned drivers on the above-mentioned date so that all drivers can attend to this reorientation seminar.

Certificate of attendance to this seminar shall become a prerequisite for any future personnel action involving ViSCA drivers.

Please be guided accordingly.


SAMUEL S. GO
President

cc: OVPA
PPD
OAA
Records