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July 12, 1994MEMORANDUM NO. 70  
Series of 1994

T O: All ViSCA Staff

R E: After Travel Report

The attention of the Office of the College President has been called on the failure of some ViSCA staff to submit reports after their travel abroad. This requirement is stipulated in the request submitted to the Department of Foreign Affairs for authority to travel abroad. The failure of a few ViSCA staff to comply with the requirement has blemished ViSCA's record.

In view of the foregoing situation all ViSCA staff members concerned are hereby directed to submit a written report for every travel abroad as stipulated in the Authority To Travel granted by the Department of Foreign Affairs. Failure to comply with the requirement is a ground for disapproval of future request to travel abroad.

For compliance.

*Samuel S. Go*  
SAMUEL S. GO  
President

Information given should be properly verified.

Please be guided accordingly.

*Samuel S. Go*  
SAMUEL S. GO