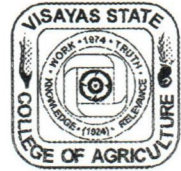


# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
Office of the President



22 June 2000

MEMORANDUM NO. 118  
Series of 2000

T O: All Heads of Offices Concerned

R E: Preparation for the 2000 Annual Academic Convocation

In connection with the Annual Academic Convocation on July 13, 2000 at 3:00 p.m., the following offices are requested to assist in the preparation and conduct of the said affair:

- |                                      |                                   |  |
|--------------------------------------|-----------------------------------|--|
| 1. PPO                               | -                                 | a. Lights and Public Address System    |
|                                      |                                   | b. Stage Preparation and Decoration    |
|                                      |                                   | c. Chairs and Hall Preparation         |
| 2. OSA                               | <i>June 6/23</i>                  | Ushering of students, staff and guests |
| 3. Security Office<br>and VLHS Staff | <i>6/23</i><br><i>[Signature]</i> | Crowd Control                          |

Please be guided accordingly.

*[Signature]*  
**PACIENCIA P. MILAN**  
President *[Signature]*