

August 31, 1992

MEMORANDUM NO. 70
Series of 1992

T O: Mr. Jesus Freddy Baldos
Ms. Aleli F. Ada

R E: Appointment as Choir Director and Asst. Choir Director

As per recommendation of the OSA Scholarship In-Charge, Ms. Aurora S. Alkuino, you are hereby appointed as Choir Director and Asst. Choir Director, respectively, of the VISCA Choral Group effective immediately, with the following duties and responsibilities:

Choir Director:

1. Prepares the group repertoire.
2. Trains the members of the choir in the field of music.
3. Approves the admission for scholarship with the concurrence of the VISCA Socio-Cultural Affairs Committee and submits the list of grantees to OSA.
4. Conducts audition for new members.

Assistant Choir Director:

1. Assists the choir director in group repertoire.
2. Trains the members of the choir in the field of music.
3. Assists the choir director in conducting audition for new members.
4. Takes charge of the organization whenever the music choir director is not around.

Please be guided accordingly.

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MANUEL K. PALOMAR
Officer-in-Charge

cc: Ms. Aurora S. Alkuino
ICRO
PE
Records