

September 14, 1989

September 12, 1989

MEMORANDUM NO. 134
Series of 1989

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TO: All Faculty, Staff and Students

RE: CELEBRATION OF THE CSC WEEK
T O: Dr. Manuel K. Palomar - Chairman
Dr. Federico G. Villamayor, Jr.
Dr. Gregorio J. Galinato

We are celebrating CSC Week today (Wednesday), September 14, to celebrate the 1989 CSC Week in line with the Regional CSC celebration which is being observed in accordance with CSC Circular No. 9, s. 1989. Atty. Wenceslao Vanilla, the Chief Personnel Specialist of the Civil Service Commission, is on "Orientation on RA 6713- Code of Conduct and Ethical Standards for Public Officials and Employees". Awards will also be given to deserving VisCA employees.

R E: Fact-Finding Committee
To help us straighten out reports and conflicting claims on certain properties of the College, you are hereby designated members of a Fact-Finding Committee, with Dr. Manuel K. Palomar as Chairman, with the following tasks:

- For completion:
1. To establish the status and condition of the pieces of equipment acquired by VisCA in exchanged for a rock crusher.
 2. To reconstruct a list of materials and equipment left in VisCA by Eureka Construction and trace the whereabouts of missing items.

Please submit your report in three weeks.

Thank you.

M. R. Villanueva
President