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MEMORANDUM NO. 109  
Series of 1987

September 30, 1987

To: All Employees of the Old Physical Plant Office

Re: DIVISION ASSIGNMENT

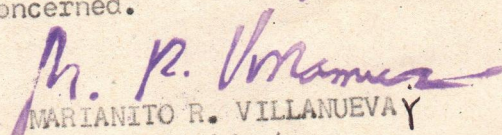
Following the restructuring of ViSCA as per Board Resolution No. 21, s. 1987, which created several distinct and independent divisions out of the old Physical Plant Office and per Memorandum No. 108, the personnel are assigned under the various divisions based on their designations and functions. Please take note of your division assignment in the attached list.

For your guidance, the following are the heads of the divisions:

1. Engr. Manuel C. Capacio - Superintendent, Building Construction and Maintenance
2. Mr. Juan S. Labra - Chief, Transportation & Motor-pool
3. Engr. Felixberto C. Canoy - Chief, Utilities
4. Prof. Ruben Mercado - Chief, Grounds, Drainage and Roads

Together with the Infirmary, the above divisions constitute the Office of General Services headed by a Director who approves in behalf of the ViSCA President all appointments of casulas for duration not exceeding six (6) months, among his administrative functions. Dr. Margarito C. Escalante has been designated Director of General Services, effective October 1, 1987.

For compliance and guidance of all concerned.

  
MARIANITO R. VILLANUEVA  
President