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June 11, 1993

MEMORANDUM NO. 83  
Series of 1993

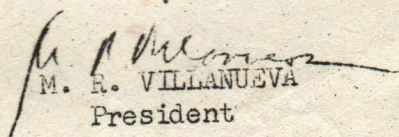
T O: All Unit Heads

R E: Service Break

Please be informed that a study team commissioned by the Office of the President has concluded that breaks of one or two days biweekly will not adversely affect the operation of any unit in ViSCA. It was further concluded that granting exemptions from breaks will defeat the purpose of solving the continuing budget deficit of the College by employing personnel in excess of its allocation.

As a product of a thorough assessment and deliberation, the findings of the Task Force are hereby adopted and all unit heads are advised to make the necessary planning of office operations considering the required service breaks for all concerned employees.

Please be guided accordingly.

  
M. R. VILLANUEVA  
President

cc: Ad Hoc Committee on  
Service Break