

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

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OFFICE OF THE PRESIDENT

August 27, 1991

MEMORANDUM NO. 115
Series of 1991


T O: All Unit Heads

R E: Reminder on Some Administrative Procedures

To facilitate some operational procedures please take note of the following items from Dr. Leonardo L. Manalo, Director of External Affairs:

1. That all documents sent to different offices outside of the campus should be accompanied by letter of transmittal;
2. That request for new passport, revalidation of official passport, request for CSC waiver for temporary staff members for nomination to SCS, NEDA/scholarship/training should be accompanied by the required documents/pictures as contained in the previously distributed list of requirements to the Department Heads and Human Resource Management office;
3. That Mr. Fortunato T. Cortes, Jr. is no longer connected with VISCA. Accordingly, all requests for formal quotation should be in the prescribed request for quotation forms signed by the requesting party;
4. That all probable nominees/grantees should be oriented on these requirements and what are expected of them when granted nomination for scholarship/training; and
5. Lastly, suggesting that ODI and HRMO check the completeness of required documents for nomination/scholarship and training.

For compliance.


M. R. VILLANUEVA
President