

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 10, 1995

MEMORANDUM NO. 83
Series of 1995

- T 0: 1. Dr. Zosimo de la Rosa
Chief, Security Office
2. Mr. Jaime B. Pascual *[Signature]* 7/12/95
Head, Janitorial Services
3. Occupants of the Administration Building

SUBJECT: Precautionary Measures to Secure the Administration Building

In line with our efforts for effective and efficient delivery of public services as well as our responsibility for the protection and proper maintenance of government facilities, the following measures shall be adopted by all concerned in order to secure the offices, properties, and occupants of the administration building:

1. There shall be a minimum of two (2) Security Guards, at any given time, to secure the building and its vicinities.
2. All persons entering the building shall be properly identified by the security guards on duty. Visitors shall be registered and issued "Visitors Gate Pass" before they are allowed to enter the building.
3. Unless with "Approved Permit" by the President or his authorized representative, no person (other than the Guards on duty) is allowed inside the building before 5:30 a.m. and after 6:30 p.m. and during non-working days.
4. The janitors/utilitymen shall see to it that the offices and their facilities are ready for use before 7:30 A.M. They shall also make sure that windows and doors are closed and unnecessary lights are switched off before leaving for home after office hours in the afternoon.
5. It shall be the responsibility of staff members using electrical equipment and gadgets to switch them off after use. Janitors/utilitymen shall re-check compliance of this requirement before closing the offices in the evening.

6. Staff members performing overtime work shall assume the responsibilities of the janitors/utilitymen mentioned in Nos. 4 and 5.
7. Employees in the Administration Building shall wear appropriate IDs.

Please be guided accordingly.

Samuel S. Go
SAMUEL S. GO
President

cc: OVPA

AO

Security Guards - *on Hoyer*

Records

File

Cen - *S*

PPD - *7-12-95*

PDO - *7-12-95*

Supp - Property - *7/12 - By: Aida Gaby*

PROJECT - *7/12/95*

SPMD - *7/12/95 (Property Inc.)*

VIPAD - *7/12/95*

Refinery - *7-12-95*

Must Home - *Mcannon*

Acctg - *7/12*

DASRM - *7/12/95*

OSR - *7/12/95*

DARE - *7/12/95*

PICRO - *7/12/95*