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Office of the President

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MEMORANDUM CIRCULAR NO. 81

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T O: All Committee Chairpersons, Co-Chairpersons, Vice-Chairpersons and Members of the 2004 Baybay Agro-Industrial Fair

R E: Committee Duties and Responsibilities

Attached are the duties and responsibilities of the various committees for the 2004 Baybay Agro-Trade Fair on 11-18 December 2004 at the Baybay Bus Terminal, Reclamation Area, Baybay, Leyte. Please commence coordination and implementation of tasks immediately so that work will be finished in time for or way ahead of the celebration.

Kindly coordinate with the Office of the Vice President for Research and Extension. The contact persons are: Prof. Milagros C. Bales and Ms. Mildred L. Nayre of RETD, telephone nos. 335-3935 and 335-2617.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: Dr. JL Bacusmo
Office of the Municipal Mayor, Baybay
Prof. MC Bales
Ms. MML Nayre
Records
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