

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

8 December 1999

MEMORANDUM NO. 129  
Series of 1999

T O: Ms. Juvy Calleja

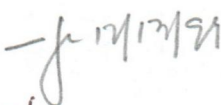
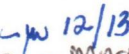
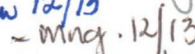
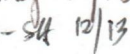
R E: Temporary Assignment as Clerk of DAEE for December 1999 Only

You are hereby assigned temporarily as Clerk of the Department of Agricultural Education and Extension (DAEE) for the month of December 1999 only to support Ms. Nenita Valenzona in performing clerical works at the department. Ms. Valenzona is present not physically fit to perform tremendous typing jobs, hence, this temporary assignment.

You can go back to your original assignment at the PPO in January 2000.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Engr. N. M. Israel  
Dr. A. C. Y. Sandoval   
OP  
OVPA  12/13  
HRMDO  12/13  
Accounting Div.  12/13  
Records Div.  
File