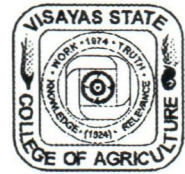


# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines  
Office of the President



13 October 2000

**MEMORANDUM NO. 187**  
Series of 2000

**T O: Dr. Perfecto U. Bartolini**  
**and Mimeographing Section Staff**

**R E: Assistance in the Production of the Daily Issues**  
**of the SCUAA Update on October 22-27, 2000**

In connection with our role as host to this year's SCUAA Regional Meet, we will produce daily issues of the SCUAA Update in order to inform the participating delegations on the daily accounts of the meet as well as document the whole activity.

In view hereof, your services will be needed for the following tasks:

1. Scanning and mimeographing of the SCUAA Update masthead
2. Mimeographing of four issues of the publication, the first issue will be produced on October 19-20, 2000. The remaining three issues will be mimeographed at around 2:00-5:00 a.m. on October 23, 24, and 26.

Considering the unconventionality of the time that your services will be needed, you may adjust your schedule to ensure that the tasks will be appropriately and systematically carried out.

Please coordinate with Dr. Rolinda T. Sanico and the Public Information and Community Relations Office (PICRO) staff on the details of your tasks.

For your compliance.

  
**PACIENCIA P. MILAN**  
President

cc: Dr. Rolinda T. Sanico  
PICRO  
Mr. Jaime Pascual  
Records  
File