

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

21  
26 January 1990

MEMORANDUM NO. 24  
Series of 1990

TO: ALL VISCA Directors/Office Heads/Dept. Heads  
RE: UNNECESSARY ABSENCES OF VISCA STAFF/EMPLOYEES

It has come to the attention of the Office of the President that some VISCA staff are not reporting to their regular duties thus hampering normal college operations. In this connection, all directors and unit/department heads are requested to monitor closely and report the absences of their respective staff and to make sure that usual college procedures are followed.

Unnecessary leaves of absence that may cause disruption of college operations shall be discouraged as it may be viewed as a form of sabotage. Let us heed the call of Deputy Ombudsman Hagad that a "truce" be observed by all to pave the way for reconciliation in VISCA.

*V. A. Cuiton*  
V. A. CUITON  
Officer-in-Charge