

Office of the President

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13 October 2016

MEMORANDUM NO. <u>266</u> Series of 2016

T O: VSU Emergency Response Team

R E: Fire and Earthquake Drill

In order to prepare our students, faculty and staff in the event of an earthquake or fire outbreak, you are hereby directed to schedule, organize and implement a fire and earthquake drill on or before 30 November 2016. This will be a regular activity of the university every school year. Please coordinate with the deans and department heads on the schedule of the drill in their respective buildings.

For your guidance.

EDCARDO E/TULIN

FPresident Olc 10/13/16