

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

January 30, 1998

MEMORANDUM NO. 12
Series of 1998

T O: All Concerned

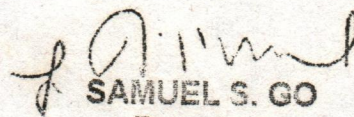
R E: Reiteration of NO SMOKING Policy Inside ViSCA Buildings

It has been noted that few staff members are not strictly following the ✓
NO SMOKING policy of this office.

Everybody is therefore reminded of our existing NO SMOKING policy ✓
inside ViSCA buildings to include lobbies of all buildings.

To ensure strict implementation of this policy, department/unit heads
are directed to strictly monitor implementation of this policy and to report
any violation to this office for appropriate action.

For strict compliance.

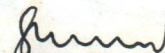

SAMUEL S. GO
President


VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte1st Indorsement
January 23, 1998

Respectfully forwarded to the President thru the Vice President for Administration, the attached report of Security Guards Calixtro Pernites and Bonifacio Jongay, Jr. regarding a smoke emanating from the plant box besides COA office yesterday, January 22, 1998. It was found out that the cause of the smoke was the cigarette butts thrown by Mr. Leonilo Torcino and Ms. Salvacion Nuñez after smoking at the lobby outside their office.

ViSCA has an existing policy regarding NO SMOKING inside our buildings. I would like therefore to make the following recommendations:

1. Since they qualified that they smoke at the lobby and not inside the building, the violation may not be considered as first offense. However, Mr. Torcino should be sternly warned not to commit the same acts of smoking even at the lobby and especially throwing cigarette butts in the plant boxes;
2. To officially request Ms. Rosavilla Tan who has jurisdiction over all COA staff for them to strictly follow ViSCA rules and regulations when inside ViSCA premises;
3. To issue a follow up memorandum regarding our policy of NO SMOKING inside ViSCA buildings to include lobbies of said buildings. Attached is the draft of the recommended follow-up memorandum.


LOURDES B. CANO
Administrative Officer V

Recommendation approved:


Approved:
