



1 February 2024

MEMORANDUM CIRCULAR NO. 19
Series of 2024

**T O: All Heads of Offices/Departments/Centers/Institutes/Unit Leaders,
Utility Workers and Project-based Laborers**

R E: "Alay Linis"

We will be having the ISO Surveillance Audit this coming February 12, 2023. In this connection, **all project-based laborers and utility workers** are directed to participate in a **whole day "Alay Linis"** activity on **February 8, 2024** starting at **8:00 am**.

The following are the Persons-In-Charge of the different areas:

PERSON IN-CHARGE	AREA ASSIGNMENT
Dr. Edgardo E. Tulin – VP for Administration and Finance	Upper campus (from DLABS up to the College of Forestry and Environmental Science)
Dr. Dennis P. Peque – VP for Research and Extension Dr. Charis Limbo-Rivera	Upper campus (from Guard Post 1 to the OVPREI including the area near the Dept. of Food Science and Technology, VSU Gym and IHK, New University Library, Canteen)
Engr. Mario Lilio P. Valenzona and Dr. Shalom Grace C. Sugano	Lower campus including the Beach Area/Apartelle/Guest House
Concerned Heads	Department/Building (inside and surroundings)

Engr. Marlon G. Burlas is directed to provide logistic support (lawn mowers, tractors, trailers, dumptrucks, etc.)

Assigned areas are expected to be free from any unwanted vegetation and garbage. Likewise, everybody is directed to clean their respective workspace following the 5S principles as the auditors might visit the different offices/departments & research centers.

Moreover, all project-based laborers and utility workers are directed to report earlier on **February 12, 2024** to do the cleaning of the main thoroughfare of the university in order to get rid of the accumulated leaves and trash over the weekend.

Your cooperation is highly expected.

DANIEL LESLIE S. TAN
OIC-President