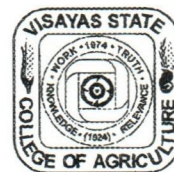


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



7 September 2000

MEMORANDUM CIRCULAR NO. 71

Series of 2000

T O: All Department Heads/Center Directors

R E: Appointment of Program/Project/Study Leader

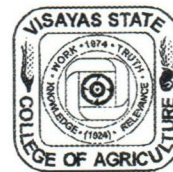
Attached is a modified format of appointment as program/project/study leaders. Please follow the said format in making your recommendations to this office using a long (8.5 x 13in.) size paper.

For your guidance and compliance.


PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines



APPOINTMENT OF PROGRAM/PROJECT/STUDY LEADER

Date

Dr. Paciencia P. Milan
President
ViSCA, Baybay, Leyte

Dear Dr. Milan:

This is to recommend the appointment of _____ as
Program/Project/Study Leader of the program/project/study entitled

effective _____.

Very truly yours,

Dept. Head/Center Director

Recommending Approval:

OIC Director, ODRD/ODEx

APPROVED:

PACIENCIA P. MILAN
President

cc: File, Dept./Center
File, ODRD/ODEx
File, OVPAA
File, HRMDO
File, Records
File, Accounting
President's Office