



# VISAYAS STATE UNIVERSITY

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*Office of the President*

6 March 2008

**MEMORANDUM CIRCULAR NO. 27**

Series of 2008

**T O: All College Deans, Center Directors, Department Heads and Other Unit Heads**

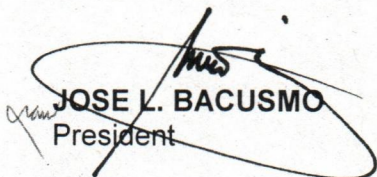
**R E: Clean-Up Period Every Friday Afternoon (3:00 – 5:00)**

Cognizant of our manpower limitation to clean up our vast surroundings, this Office is earnestly requesting all Faculty and Staff in the various units to please devote at least **one (1) to two (2) hours every Friday** to tidy up the areas earlier assigned to your units to maintain. Let us aim in cleaning our respective areas not only during major university celebrations but regularly each week. Otherwise these will become eye sores most of the time.

Faculty and staff who have official functions during the clean up period are excused.

As a reminder, please see attached for your specific area of assignment. Needless to say, we need everyone's assistance to be a part in our drive to make VSU the "cleanest and greenest SUC campus" not only in Region 8 but in the entire country.

Your wholehearted cooperation is enjoined.

  
**JOSE L. BACUSMO**  
President



**Area Assignment for the Clean-Up Period every Friday afternoon (3:00-5:00 pm)**

OFFICES	AREA OF RESPONSIBILITY
IHK	Around IHK including canals and road side of the building up to the corner going to DAS auxiliary building
COE, DDC, DBM, DOE, PP, MMDC	Around each building including canals and road sides on the western part up to the corner going to MMDC
ISRDS	Around ISRDS including canals and road sides on the western part up to the corner going to MMDC
DYAC	Around the transmitter area
DPM	Around DPM/greenhouses including canals and road sides at the back of DPM building from corner of ECOPARK up to the corner going to ITE office plus ECOPARK (upper)
DASS, DOH	Around each building including canals and road sides from spillway near pump house until DGRPB
DBS, DGRPB, FARM, PhilRootCrops, ODREx, ViCARP, NCRC, NARC	Around each building including canal and roads from Molave up to the corner going to DAS and canals and road sides from pump house (near Food Tech Bldg.) up to CEAl parking area
DFCS, DLABS, Library, VOU, Graduate School, USSO, COA	Around each building including canals and road sides at the back and front of OSA from corner of DFCS up to the corner going to Graduate School
DAS, CVM	Around the main and auxiliary buildings including canals and road side fronting the main building going down to ATEP Demo Farm
CFNR	Around CFNR and Nursery Building including canals and road side from the corner at the back of Admin. Building going down to pump house (right side going to pump house)
VSU-LHS, NSTP, HS Library, HS Admin	Around each building, Convention Center, and beach area from Calbiga-a River up to Pavilion
Infirmary	Around Infirmary building including canals and road sides along Nangka Avenue from corner of Infirmary up to the highway
PPO, PO, LUPDU	Around each building, including garage, gasoline station, power house and canals and roadsides
Administration	Around Admin building including amphitheater and stage area and road sides
Security Force	VSU Mall from corner (ISRDS and DASS up to the beach area including waiting sheds and comfort rooms and road sides
ITE	Around ITE office and Marine Laboratory building
PCC	Around PCC buildings including road sides from the corner of VSU Gym going to PCC up to DAS auxiliary building
VFES	Around VFES building including road sides going to Utod Spillway
CAC, URC, Hostel, ATI-NTC, Guest House	Around each building and beach area fronting each building
DMPs, DCST, DAE, DPAC, DFST	Around each building including the stairway going up to DPAC and along the road going to the Admin
Dormitory/apartment/duplex/cottage occupants	Around each Dormitory/Apartment/Duplex/Cottage including road sides and canals