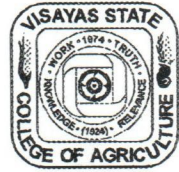


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



9 October 2000

MEMORANDUM CIRCULAR NO. 78

Series of 2000

T O: All Department/Unit/Center/Office Heads

R E: SCUAA Meet

You are requested to require all permanent, casual, and contractual employees and research assistants under your respective units to bring one set of beddings (1 pillow with pillow case, bed sheet/mat and blanket) for the SCUAA officials.

Please inform Dr. Corazon B. Batoy or Prof. Thelma C. Zafra if you have extra beddings to be lent to other departments.

Thank you.


PACIENCIA P. MILAN
President

cc: Dr. C. B. Batoy
Prof. T. C. Zafra
Records
File