

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

October 30, 1995

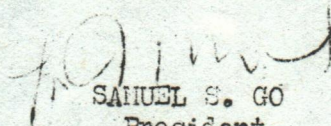
MEMORANDUM NO. 123
Series of 1995

T O: All VISCA Staff & Students

SUBJECT: Clean Up of Surroundings

Due to the limited number of our Landscaping crew who usually takes charge of cleaning up of the entire campus, all department/office heads and center directors are requested to require their respective staff to clean their respective area of jurisdiction and the area surrounding their buildings. The OSA Director is also directed to require Dorm Advisers to take the lead in cleaning their dorm and surrounding areas from debris caused by the typhoon.

Please be guided accordingly.


SAMUEL S. GO
President

cc: All Dept./Center/Office Heads
Vice President for Adm.
Registrar
P P O
Records
File