

OFFICE OF THE PRESIDENT

July 21, 1989

MEMORANDUM NO. 100
Series of 1989

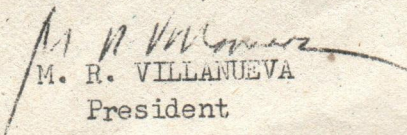
T O : All Department/Center Heads

R E : Observance of Proper Protocol in Applying for
Scholarship with NEDA

The attention of this office has been called by NEDA regarding the frequent applications sent directly to them by ViSCA staff for scholarships abroad. We are advised that NEDA can not entertain applications sent by individuals without the indorsement of the agency head. Only applications properly recommended by the Scholarship Committee will be indorsed by this office.

In order, ^{for us} to be included in the regular announcements sent out by NEDA for training abroad, there is a need for us to provide them with our staff development program. Each unit is, therefore, advised to submit to the Scholarship Committee, c/o Dr. Paciencia P. Milan, its staff development program including general areas of short-term training that can benefit its staff. Please submit this plan by August 15, 1989.

For compliance.


M. R. VILLANUEVA
President