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VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 31, 1997

Memorandum No. 12  
Series of 1997

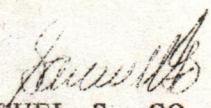
T O: All Concerned

R E: Team Building Seminar Among Staff of Various  
Administrative Offices in ViSCA

The HRMDO, in coordination with ViCARP, will conduct a team building seminar among personnel of various administrative offices on February 7-8, 1997 at the FARMI Conference Room. As a result, the Cash, Accounting, Personnel, OP and OVPA will be totally closed during this period.

You are therefore advised to take note of this schedule as nobody will be around in the above-mentioned offices to act on your papers.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc:

OVPA *2/4/97*  
HRMDO  
ViCARP  
Records