

October 13, 1989

MEMORANDUM NO. 160
Series of 1989

TO: Atty. LUZ M. POLISTICO

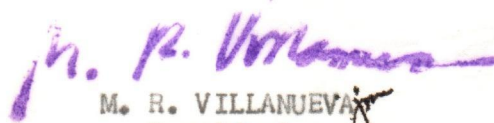
RE: Designation as LEGAL CONSULTANT

By virtue of the authority vested in me by the Board of Trustees and as per Board Resolution No. 38, s. 1989, you are hereby appointed Legal Consultant of VISCA with the following duties and responsibilities:

1. To notarize contract documents covering personnel appointment and projects related to the program of the College;
2. To assist the Legal Office in the preparation of legal documents related to the programs and operation of the College;
3. To assist the Legal Office and whenever authorized the Office of the Solicitor General in attending to court cases involving the College and its personnel doing official functions; and
4. To provide legal advice to College personnel in line with their official duties and functions.

In exchange for your service, you shall be paid a monthly legal service fee of P2,000 payable at the end of each month, effective September 1, 1989. This appointment may be revoked by either party upon written notice 30 days in advance.

Thank you.



M. R. VILLANUEVA
President

cc: Budget
COA
Accounting
Personnel
Cash Division
Legal Office
Col. Secretary
Records
File