



4 January 2021

MEMORANDUM CIRCULAR NO. 01
Series of 2021

**T O: All Heads of Offices/Departments/Centers/Institutes/Unit Leaders,
Utility Workers and Project-based Laborers**

R E: "Alay Linis"

As we welcome this New Year 2021 all VSU and project-based laborers and utility workers are directed to participate in a whole day **"Alay Linis"** activity today, January 4, 2021.

The following are the Persons-In-Charge of the different areas:

PERSON IN-CHARGE	AREA ASSIGNMENT
Dr. Remberto A. Patindol VP for Administration and Finance	Upper campus (from DLABS up to the College of Forestry and Environmental Science)
Dr. Dilberto O. Ferraren VP for Planning, Resource Generation and Auxiliary Services	Upper campus (from Guard Post 1 to the OVPRE including the area near the Dept. of Food Science and Technology, VSU Gym and IHK, New University Library, Canteen)
Dr. Charis B. Limbo Director for IHK	Lower campus including the Beach Area/Apartelle/Guest House
Concerned Heads	Department/Building (inside and surrounding)

Engr. Marlon Burlas is directed to provide logistic support (tractors, trailers, dumptrucks, etc.)

Assigned areas are expected to be free from any unwanted vegetation and garbage.

Your cooperation is highly expected.

EDGARDO E. TULIN
President