



20 November 2019

MEMORANDUM CIRCULAR NO. 120
Series of 2019

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

R E: "Alay Linis"

In preparation for the ISO 1st Stage Certification Audit, all VSU and project based laborers and utility workers are directed to participate in a whole day **"Alay Linis"** activity **tomorrow, November 21, 2019.**

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. Othello B. Capuno – VP for Research and Extension	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)
Engr. Mario Lilio P. Valenzona and Dr. Shalom Grace C. Sugano	Lower campus including the Beach Area/Apartelle/Guest House
Concerned Heads	Department/Building (inside and surrounding)

Mr. Remegio M. Sanico 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 *Dec 11/20/19*