

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

July 10, 1998

MEMORANDUM NO. 73
Series of 1998

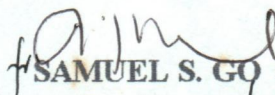
T O: All Heads of Offices Concerned

SUBJECT: Preparations for the 1998 Annual Academic Convocation

The following offices are requested to assist in the preparation and conduct of the 1998 Annual Convocation which will be held on Monday, July 13, 1998 at 3:00 p.m., ViSCA Gymnatorium.

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|------------------------------------|---|
| 1. PPO | - a. Lights and Public Address System
b. Stage Lettering
c. Chairs and Hall Preparation |
| 2. ODI | - Checking of attendance of students and staff |
| 3. OSA | - a. Ushering of students, staff and guests
b. Stage decoration |
| 4. Security Office
& VLHS staff | - Crowd control |

Please be guided accordingly.


SAMUEL S. GO *cc*
President 7/10/98