

August 22, 1994

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MEMORANDUM NO. 90  
MEMORANDUM NO. 89  
Series of 1994

August 23, 1994

T O I O: Dr. Nerelito P. Pascual  
Dr. Alicia S. Go  
Prof. Sixto P. Sandoval  
Prof. Paciano T. Quirol  
Mrs. Lourdes B. Cano  
Mrs. Bonita T. Montes

Memorandum Circular No. 24, series of 1994 requires  
all R E: Preparation of Documents  
operation in their respective offices during the September  
13-19, 1994 Civil Service week celebration. Adopting a  
personnel With Dr. Nerelito P. Pascual as Chairman you are directed  
to constitute yourselves into a committee to prepare the documents  
needed for the conversion of VISCA into a university. The Committee  
shall focus its work on items 4 to 8 in the attached list of  
requirements for the conversion of a state college to a university.

In this connection, all office/department heads and  
center directors are directed to submit the Committee report is expected on or before August 31, 1994.  
above-mentioned provision of CSC Circular No. 24, series of  
1994. Please be guided accordingly.  
the CSC Memorandum Circular, office/department heads and  
center directors are required to submit the list of the  
Vice President for Administration on or before September 9,  
1994 the list of staff members who are assigned to render  
service during noonbreaks from September 13-19, 1994.

SAMUEL S. GO  
President

cc: Dr. F. G. Villamayor, Jr.  
Prof. D. M. Tudtud, Jr.

Records  
File

SAMUEL S. GO  
President