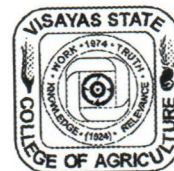


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



6 June 2000

MEMORANDUM CIRCULAR NO. 37

Series of 2000

T O: All ViSCA Security Guards

R E: Renewal of License

This is to inform all Security Guards of ViSCA's policy requiring them to submit annually a certified photocopy of their license to the Human Resource Management and Development Office (HRMDO).

To ensure compliance with this policy, all Security Guards are hereby directed to do so. Those without valid licenses are given until September 30, 2000 to renew them. Failure to comply with this requirement will mean deletion/cancellation of names from the roster/plantilla through the HRMDO effective October 1, 2000.

For compliance.


PACIENCIA P. MILAN

President

cc: OVPA

OAA

HRMDO

Records

File