

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

November 6, 1995

MEMORANDUM NO. 126
Series of 1995

T O: All Faculty Members and Regular Administrative Staff

SUBJECT: Contribution for the 1995 Baybay Fiesta Celebration

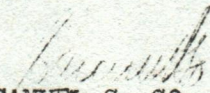
The Municipality of Baybay will be celebrating its Annual Town Fiesta this coming December 23, 1995. As ViSCans and residents of the Municipality of Baybay it is our moral and social obligation to help make the celebration a success.

In view of this, the Executive Committee, in its November 3, 1995 meeting, agreed as follows:

1. All faculty members are requested to donate at least P50.00 each.
2. All regular administrative staff are also requested to donate at least P30.00 each.
3. Each Dept./Office Head and Center Director shall facilitate collection of donations or submit to the Cashier authority from his staff for the Cashier to deduct from the November 15 salary the amount corresponding to their donation.

All donations must be ready for remittance to Baybay not later than November 20, 1995.

Please be guided accordingly.


SAMUEL S. GO
President

cc: All Dept./Office Heads/Center Directors
Vice President for Adm.
Cash Division
Accounting Div.
Records
File