

April 2, 1990

MEMORANDUM NO. 64  
Series of 1990

T O: The OIC Chief Security Officer, Assistant Chief Security Officer, Supervising Guards and All ViSCA Security Guards

R E: Interim Operation of ViSCA Security

In the interim while Mr. Dominador S. Ugsang is on leave or until changed by the undersigned, the operation of the ViSCA Security shall be carried out through the following personnel:

A. Prof. Sergio E. Abit - OIC Chief Security Officer

As OIC, he shall: 1) provide the administrative supervision of the office and represent that office in behalf of the Chief Security Officer; 2) link directly with the undersigned and with external agencies whenever needed; 3) act on leaves, vouchers, RIV's and payrolls.

B. Sgt. Carlos A. Cala -

As officially designed Assistant Chief Security Officer, his duties shall include the following: 1) review and recommend daily assignment of all Security Guards; 2) review and recommend all security plans for the College.

C. Supervising Guards -

Their duties shall include the following: 1) recommend to the Assistant Chief Security Officer assignments of Security Guards; 2) provide direct supervision of Security Guards on duty during their respective duty assignments.

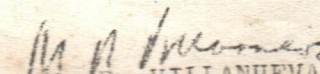
All special security plans that are not considered routine must be submitted to my office, through the OIC Chief Security Officer, prior to implementation.

Furthermore, I am designating Mr. Maximo Villalino as my special assistant for security matters, effective immediately, in addition to his regular duties and functions as Administrative Assistant in the Legal Office. Mr. Villalino shall assist the President in reviewing security plans of the College.

The present assignments of the security guards must be reviewed immediately by the OIC and the Assistant Chief Security Officer. The supervising guards may be consulted. Once the plan is reviewed and submitted to this office, the action of the President is final.

This memorandum supersedes all previous directives and memorandum to its contrary, including the letter of Mr. Ugsang dated March 29, 1990.

For strict compliance.

  
M. R. VILLANUEVA  
President