



VISAYAS STATE UNIVERSITY

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Office of the Vice President for Administration & Finance

02 September 2013

MEMORANDUM NO. 18

Series of 2013

- T O:** All Heads of Offices/Centers/Units and Concerned Utility Workers
- R E:** Cleaning of your respective offices/centers/units and mowing of your surroundings

The University will have important visitors from 02-15 September 2013 including the arrival of the AACUP Accreditation Team on the 8th of September to evaluate 8 degree programs for Level 2 accreditation.

In this connection, you are all requested to start cleaning of your respective offices and mowing the lawns of your surroundings. Please instruct your utility workers to start mowing your respective lawns starting today and to join the University-wide general cleaning on 5-6 September 2013. Compliance of this memorandum will be directly monitored by this office.

For your information and guidance.


ROBERTO C. GUARTE

VP for Administration and Finance