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VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

December 29, 1994

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 02
Series of 1995

T O: Miss Milagres C. Yu

SUBJECT: Designation as OIC of the Records Division

In addition to your regular duties as Clerk IV,
you are hereby designated Officer-in-Charge of the
Records Division effective January 1, 1995 until a new
Records Officer shall have been appointed.

Please be guided accordingly.

SAMUEL S. GO
President

Records -
FMO -
GU PA -
Acctg -
Personnel -

} 8/13/95