



11 May 2021

MEMORANDUM NO. 432
Series of 2021

T O: Prof. Rosa Ophelia D. Velarde

R E: Designation as OIC, OVPREI

In view of the leave of absence (sick leave) of Dr. Maria Juliet C. Ceniza, you are hereby designated Officer-in-Charge of the Office of the Vice President for Research, Extension and Innovation effective today, May 11, 2021 until the return of Dr. Ceniza.

As OIC, you are authorized to discharge the functions of the said office in addition to your existing duties and responsibilities.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc:	OVPA	COA
	OVPAF	Registrar
	OVPREI	Deans
	OVPSAS	Directors
	OVPPRGAS	Records
	OUS	File
	ODHRM/OHRSPPR	
	ODF/Budget	
	IASO	
	Accounting	
	Cash	