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August 2, 1993

MEMORANDUM NO. 102
Series of 1993

T O: Dr. Manuel K. Palomar
Dr. Margarito C. Escalante

R E: Designation as Officer-in-Charge of the College

In connection with my official travel to Manila to meet with Civil Service Commission and Dept. of Budget and Management officials on VISCA matters, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture on the following dates:

Dr. M. K. Palomar	- August 3-4, 1993
Dr. M. C. Escalante	- August 5-6 or until the return of Dr. Palomar or my return whichever is earlier.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your duties and responsibilities as Director of Graduate School and Director of General Services, respectively.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Budget
Personnel
Accounting
COA
OVPAA
OVPA
OBA
Records