



27 March 2024

**MEMORANDUM NO. 305**  
Series of 2024

**T O: Mr. Homer Lois P. Napoles**

**R E: Designation as Officer-In-Charge of the University Registrar's Office**

In view of the personal travel of Ms. Miriam M. De la Torre, OIC-University Registrar, you are hereby designated as Officer-In-Charge of the University Registrar's Office effective March 27, 2024 until May 29, 2024 or until the return of Ms. De la Torre.

As OIC, you are authorized to discharge the functions of the University Registrar's Office in addition to your official duties and responsibilities.

Please be guided accordingly.

  
**PROSE IVY G. YEPES**  
President

cc: OVPA	ODF/Budget	Deans
QVPAF	IAS	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	HRMO/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	