

Memorandum No. 4  
Series of 1998

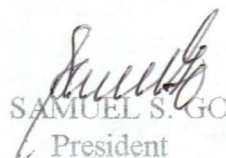
TO: Ms. Lolita L. Daquipil - C/O Co/a 1-11

RE: Designation as Special Disbursing Officer

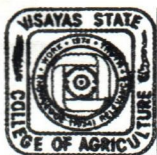
In view of the upcoming retirement of Mr. Jesus Maratas and upon the recommendation of Ms. Corazon Nuevo, Officer-in-Charge of the Cash Division, you are hereby designated as Special Disbursing Officer effectively immediately.

Please effect the corresponding adjustment of your bond.

For immediate compliance.

  
SAMUEL S. GO  
President

cc: COA - *1/11/99*  
Accounting Div. - *1-11*  
Cash Division - *1/11/99*  
Records *ok*  
Personnel - *1/11/99*



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## *Office of the President*

January 8, 1999

MEMORANDUM NO. 4  
Series of 1999


T O: **Ms. Lolita L. Daquipil**

R E: **Designation as Special Disbursing Officer**

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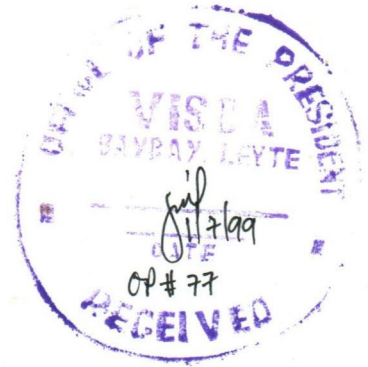
For immediate compliance.

  
**SAMUEL S. GO**  
President

cc: COA  
Accounting Div.  
Cash Division  
Records  
Personnel

Visayas State College of Agriculture  
Baybay, Leyte

CASH DIVISION



January 6, 1999

Dr. Samuel S. Go  
President  
ViSCA, Baybay, Leyte

Dear Sir:


In view of the impending retirement of Mr. Jesus S. Maratas, Cash Clerk, he has been relieved of his accountabilities effective January this year.

In this connection, I am recommending the designation of Ms. Lolita L. Daquipil as Special Disbursing Officer to take over the responsibilities of Mr. Maratas.

Hoping this request be favorably considered.

Thank you.

Very truly yours,

  
CORAZON U. NUEVO  
OIC, Cash Division