

September 5, 1988

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MEMORANDUM NO. 122  
Series of 1988

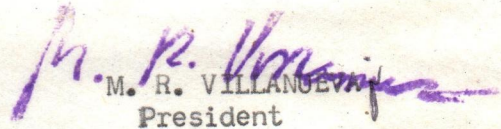
TO: Mr. Eddie Estabillo

RE: Designation as ASSISTANT OFFICER IN CHARGE

By virtue of the authority vested in me by the ViSCA Board of Trustees, I hereby designated you as Assistant Officer In Charge of the ViSCA Manila Office to help Ms. Ma. Cristina Ramirez in managing the operation of the office during the absence of Dr. Leonardo L. Manalo from September 1, 1988 to December 3, 1988. In particular, you are expected in following up business matters with external office in Manila and vicinity as may be required upon authorization by Ms. Ramirez and/or by the ViSCA President. This is in addition to your regular duties as Buyer of the VMO.

In exchange for this additional function, you shall receive an honorarium of P250 per month during the period stated above.

Please be guided accordingly.

  
M. R. VILLANUEVA  
President

cc: Accounting  
Personnel  
Budget  
COA  
Cashier  
Records  
File