

May 2, 1989

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MEMORANDUM NO. 50
Series of 1989

TO: ALL VISCA FACULTY AND STAFF

RE: AD INTERIM OPERATION OF THE OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION

In view of the temporary assignment of Dr. Samuel S. Go, VISCA Vice President for Administration, as OIC of the Leyte Institute of Technology, the functions of the Vice President for Administration shall be distributed among the three units under that office as follows:

A. Mr. Wilfredo C. Valenzona - Administrative Officer

1. Continues with his regular functions as embodied in Board Resolution No. 21 s. 1987.
2. Performs the functions of the Vice President for Administration covering personnel matters under the administrative units.
3. Assumes the recommendatory functions of the VPA.

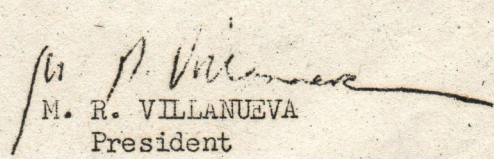
B. Dir. Camilo D. Villanueva - OBA Director

1. Continues with his regular functions and embodied in Board Resolution No. 21 s. 1987.
2. Performs the functions of the Vice President for Administration on financial and property matters, except that he can sign checks beyond ₱25,000.00 provided the corresponding voucher has been duly approved by higher authorities.

C. Dir. Margarito C. Escalante - Director, GSO

1. Continues with his regular functions as GSO Director.
2. Assumes the responsibilities of the VPA related to the implementation of Capital Outlay projects.

For the guidance of all concerned.


M. R. VILLANUEVA
President