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February 8, 1991

MEMORANDUM NO. 24
Series of 1991

T O: Dr. Eliseo R. Ponce

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

In connection with my official trip to Manila and Los Baños to attend MULTILOC Management Committee meeting, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective February 9, 1991 until my return.

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 Research & Extension.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Budget
Personnel
Accounting
COA
Records
OVPA
OVPA