

October 7, 1996

MEMORANDUM NO. 145
Series of 1996

T O: Ms. Lourdes B. Cano
Dr. Roberto C. Guarte

R E: Designation as Officer-in-Charge of the Office of
the Executive Officer

In connection with the official travel of Prof. Sixto P. Sandoval to Los Baños, you are hereby designated Officer-in-Charge of the Office of the Executive Officer on the following dates:

Ms. Lourdes B. Cano	- October 7-9, 1996
Dr. Roberto C. Guarte	- October 10-12, 1996

As OIC, you are authorized to perform the functions of the Executive Officer in addition to your duties and responsibilities as Administrative Officer V and College/Board Secretary, respectively.

Please be guided accordingly.

Samuel S. Go
SAMUEL S. GO
President *610*
10/9

cc: Accounting —
Personnel —
Budget —
COA *10/9*
Records —
File

10/9
10/10/96
[Signature]