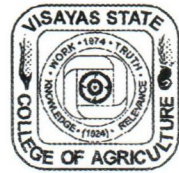


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



30 May 2000

MEMORANDUM NO. 104
Series of 2000

T O: Dr. Manuel K. Palomar

R E: Designation as Officer-in-Charge of OVPAA

In view of the request of Dr. Vicente A. Quiton to be relieved of his administrative responsibilities, you are hereby designated Officer-in-Charge of the Office of the Vice President for Academic Affairs (OVPAA) effective June 5, 2000 until December 31, 2000 unless sooner terminated or revoked by appropriate authorities.

As OIC of the OVPAA, you are entitled to whatever privileges attached to the position subject to the availability of funds and to accounting and auditing procedures.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. V. A. Quiton
Dr. N. P. Pascual
Dr. M. M. Avila
Ms. N. V. Cala
Ms. R. C. Lemos
Dr. B. T. Mandras
ODI
OCS
HRMDO
OAA
Accounting
COA
Cash
Records
File