



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Office of the President

December 28, 1998

MEMORANDUM NO. 132

Series of 1998

T O: Mrs. Lourdes B. Cano *-a 12/28*
R E: Designation as Officer-in-Charge of the College

In connection with my trip to Ormoc City and Villaba, Leyte, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective today, December 28, 1998 or 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 Administrative Officer V.

[Signature]
SAMUEL S. GO
President *[initials]*

cc: Accounting - *12/28*
Personnel - *12/28*
Records - *12/28*
Cash - *12/28*
FMO - *12/28*
File - *12/28*