

April 10, 1989

MEMORANDUM NO. 42
Series of 1989

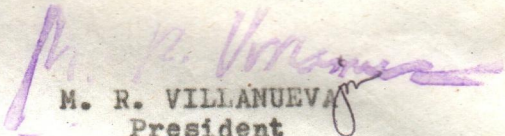
T O: Mr. Wilfredo C. Valenzona

SUBJECT: Designation as Officer-in-Charge of the OBA

While Prof. Camilo D. Villanueva is on sick leave, you are hereby designated OIC of the Office of Business Affairs effective today until he reports for work.

As OIC, you are requested to perform the functions of the Office of Business Affairs in addition to your regular duties as Administrative Officer of the College.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: OVPA
Cash
Accounting
Records
ICU
Personnel
FILE