



11 December 2023

MEMORANDUM NO. 964
Series of 2023


T O: Atty. Rysan C. Guinocor

R E: Designation as OIC for the Vice President for Administration and Finance

In view of the leave of absence of Dr. Edgardo E. Tulin, you are hereby designated as OIC for the Vice President for Administration and Finance effective December 12 – 13, 2023 or until the return of Dr. Tulin.

As OIC, you are authorized to discharge the functions of the Procurement Office in addition to your official duties and responsibilities.

Please be guided accordingly.


DANIEL LESLIE S. TAN
OIC-President

cc: OVPA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	HRMO/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	