

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

309

September 11, 1991

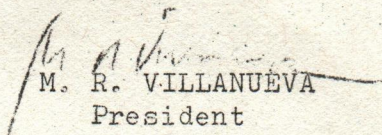
MEMORANDUM NO. 120
Series of 1991

T O: Dr. Manuel K. Palomar

R E: Designation as OIC, ODREx

You are hereby designated OIC of the Office of the Director for Research and Extension (ODREx), in the absence of Dr. Eliseo R. Ponce who has been granted to take a vacation leave, effective September 16, 1991 until the smooth operation of the office is established or until someone else is designated to the same position by this Office. It is understood that you shall take this assignment in your concurrent capacity as Director of the Graduate School and may claim whatever remuneration is allowed for the ODREx Director consistent with VisCA rules. There shall be no change in the ODREx structure without prior approval of this Office.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: ODREx
COA
Budget
Personnel
Accounting
File