

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

January 9, 1998

Memorandum No. 62
Series of 1998

TO: Ms. Teresita L. Quiñanola
RE: Running the Routinary Affairs of the HRMDO

Per doctor's advise, I cannot yet fully assume my additional job at the HRMDO. In view of this, you are hereby authorized to run the routinary affairs of the office to include: signing of leave applications, payrolls, service records and other certifications issued by the office; and acting as recording secretary of all committees where the HRMDO head is the ex-officio secretary.

Policy determining matters should be referred to the undersigned for final action. In addition, regular appointments and reports to outside agencies shall be continuously signed by the undersigned.

This memorandum shall take effect immediately until revoked. Please be guided accordingly.




LOURDES B. CANO
Administrative Officer V

Noted:



NERELITO P. PASCUAL
Vice President for Administration

Approved:


SAMUEL S. GO
President

cc: OVPA
HRMDO
COA
ICU
Accounting Div.
Records