

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

February 23, 1998

Memorandum No. 28
Series of 1998

T O: Mr. Edgardo L. Dequito

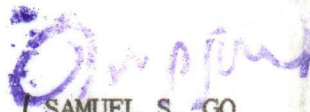
R E: Designation as Officer-in-Charge

You are hereby designated Officer-in-Charge of the Supply and Property Management Division effective March 1, 1998 after the incumbent OIC signified his intention to retire.

As OIC, you are authorized to prepare plans and targets to improve efficiency and effectiveness of the office. You may also recommend minor reorganization, if necessary.

This designation shall take effect until a full time Supply Officer III is appointed or another OIC is designated, whichever is earlier.

Please be guided accordingly.


SAMUEL S. GO
President *on*
2/24

cc: OVPA
OAA
Accounting Div.
COA
FMO
Cash Div.
NRMDO
SPMD
Records