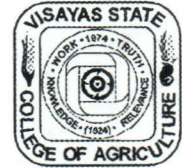


op file copy

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



3 January 2001

MEMORANDUM NO. 01

Series of 2001

T O: **Dr. Manuel K. Palomar** *pda 1-4-01*

R E: **Designation as Officer-in-Charge, Visayas State College of Agriculture**

In connection with my travel to Manila, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture on January 4-6, 2001 or until my return.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

Paciencia P. Milan
PACIENCIA P. MILAN

President *da*

cc: Personnel - *1/4/mng*
Accounting - *1/4/bi*
Cash - *1/4/bi*
COA - *and 1/4/01*
Budget/FMO - *mb 1/4/01*
Records - *1/4/01*
File