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March 2, 1993

MEMORANDUM NO. 19  
Series of 1993

T O: Prof. Camilo D. Villanueva

R E: Designation as Officer-in-Charge of the College

You are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective tomorrow, March 3, 1993 or until my return. I will be in Tacloban City to attend the SCUAA Executive Board meeting.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your duties and responsibilities as Director of Business Affairs.

*Eliseo R. Ponce*  
ELISEO R. PONCE  
Officer-in-Charge

cc: Budget  
Accounting  
Personnel  
COA  
OVPAA  
Records  
CVPA