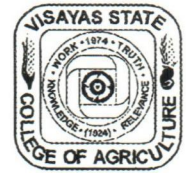


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



25 May 2001

MEMORANDUM NO. 85

Series of 2001

T O: **Dr. Roberto C. Guarte**

R E: **Designation as Officer-in-Charge of NCRC-Visayas**

In view of the sabbatical leave of the incumbent and by virtue of the authority vested in me by the ViSCA Board of Trustees, you are hereby designated Officer-in-Charge of the National Coconut Research Center – Visayas (NCRC - Visayas) effective June 1, 2001 until May 31, 2002 or unless sooner terminated or revoked by higher authorities.

As OIC, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

PACIENCIA P. MILAN
President

cc: OVPAA
OVPA
ODI
ODRD/ODEx
HRMDO
OCS
OAA
DAEAM
NCRC-Visayas
Budget/FMO
Accounting
Cash
COA
Records
File