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April 17, 1990

MEMORANDUM NO. 79
Series of 1990

T O: Miss Anecia Fernandez

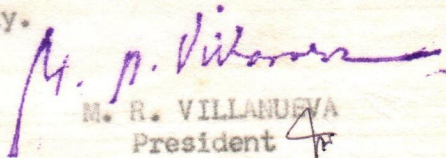
R E: OIC, Cash Division

By virtue of the authority vested in me by the VISCA Board of Trustees, you are hereby designated Officer-in-Charge of the Cashier's Office, effective April 18, 1990 until the reinstatement to active duty of Mrs. Hermogina U. Bulilan. As OIC of the Cashier's Office, you are expected to assume the following duties and responsibilities:

1. To exercise overall supervision of the Cash Division specifically covering the management of fiscal resources of the College.
2. To take responsibility of depositing all receipts and to oversee the disbursement of funds covering official transactions of the College.
3. To coordinate and take responsibility of the timely payment of wages and salaries of employees and payment of approved vouchers.
4. To maintain smooth operation of the office and the harmonious relationship among the employees.
5. To perform other duties that may be assigned by the immediate supervisors or by the Office of the President.

You are advised to coordinate with the OBA Director in planning the distribution of functions in consideration of this new assignment. As OIC of the Cash Division, you shall be granted all the privileges enjoyed by the head of the office.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: COA Sec. Office
 OBA Board Secretary
 Accounting
 Budget
 Personnel
✓ Records