

January 30, 1989

MEMORANDUM NO. 13
Series of 1989

February 6, 1989

T O: Dr. Paciencia P. Milan
Dr. Vicente A. Quiton

MEMORANDUM NO. 14

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

In view of my official trip to Manila to attend the ACAP, SCUAA, and SCUAAP conference/convention, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture as follows:

Dr. Paciencia P. Milan - January 30-31, 1989
Dr. Vicente A. Quiton - February 1, 1989 or until my return.

As OIC, you are authorized to act on routine matters such as approval of payrolls, bank withdrawals, etc. in behalf of the President. Unless urgent, other matters shall await my return.

Please be guided accordingly.

President of the Office of the President
your duties and responsibilities
Academic Affairs.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Budget
COA
Personnel
Accounting
Records
File
Budget
Accounting
Personnel
COA
Records
File

M. R. Villanueva
M. R. VILLANUEVA
President