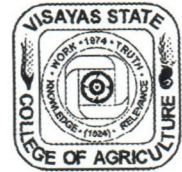


Office

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



7 May 2001

MEMORANDUM NO. 68

Series of 2001

T O: **Dr. Julita A. Gapuz** - *mg*

R E: **Designation as Officer-in-Charge of the DAEE**

In view of the retirement 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 Department of Agricultural Education and Extension (DAEE) effective May 8, 2001 until May 7, 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
PACIENCIA P. MILAN
President

cc: OVPA - *mg*
OVPA - *mg*
ODI - *mg*
ODRD/ODEx - *mg 5/8/01*
HRMDO - *mg 5/8/01*
OCS - *mg 5/8/01*
OAA - *mg*
DAEE - *mg*
Budget/FMO - *mg 5/8/01*
Accounting - *mg*
Cash - *mg*
COA - *mg 5/8/01 2-0*
Records
File