

February 26, 1987

MEMORANDUM NO. 16
Series of 1987

T O: Prof. Andres F. Duatin

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, February 27, 1987 or until my return from Tacloban. I will be in Tacloban to represent VISCA in LIT's Foundation Day and consult with CSC and MECS Offices.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your duties and responsibilities as College/Board Secretary.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Accounting Division
Internal Control Unit
Auditor's Office
Records
File