



5 September 2023

**MEMORANDUM NO.** 852  
Series of 2023

**T O: Ms. Maria Elsa M. Umpad**  
**R E: Designation as OIC for Procurement Office**

In view of the official travel of Ms. Maria Roberta S. Miraflor, you are hereby designated as OIC for Procurement effective September 11 – 12, 2023 or until the return of Ms. Miraflor.

As OIC, you are authorized to discharge the functions of the Procurement Office in addition to your official duties and responsibilities.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	<b>Records</b>
OVPSAS	Cash	HRMO/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	