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T O: Dr. Samuel S. Co  
Mr. Wilfredo C. Valenzona  
Mr. Sixto Sandoval  
Mrs. Lourdes B. Cano

SUBJECT: Designation as Officer-in-Charge of:  
Office of the Vice President for Administration (OVPA)  
Office of the Administrative Officer (OAO)  
Operations Management Office (OMO)

In the absence of the Vice-President for Administration the Administrative Officer is designated Officer-in-Charge of OVPA. When both the Vice-President for Administration and the Administrative Officer are absent the Head of the Operations Management Office becomes the OIC of OVPA.

In the absence of the Administrative Officer the Head of the Operations Management Office becomes the Officer-in-Charge of the Office of the Administrative Officer. When both of them are absent the Vice-President for Administration performs the functions of the Administrative Officer.

In the absence of the Head, Operations Management Office the Supervising Clerk, Mrs. Lourdes Cano, acts as OIC of the Operations Management Office. In case both of them are absent the Administrative Officer performs the functions of the Head, Operations Management Office.

A separate letter of designation will be issued for cases not covered by this memorandum.

For compliance.

*F. A. BERNARDO*  
F. A. BERNARDO  
President

cc: Dept/Center/Office Heads  
College Secretary  
Office of the Auditor  
Records

/dpa