



5 February 2024

MEMORANDUM NO. 132
Series of 2024

T O: Atty. Rysan C. Guinocor

R E: Designation as OIC for the Office of the VP for Administration & Finance

In view of the educational tour of Dr. Edgardo E. Tulin, you are hereby designated as OIC for the Office of the Vice President for Administration and Finance effective February 5 – 6, 2024 or until the return of Dr. Tulin.

As OIC, you are authorized to discharge the functions of the Office of the Vice President for Administration and Finance in addition to your official duties and responsibilities.

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC-President

cc: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
Records
File