

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

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OFFICE OF THE PRESIDENT

May 13, 1991

MEMORANDUM NO. 61
Series of 1991

T O: Dr. Eliseo R. Ponce
Dr. Jose Sal Tan

R E: Designation as Officer-in-Charge of the College

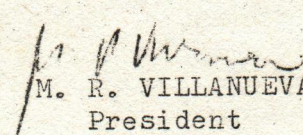
In connection with my official travel to Manila, Los Baños, Naga and Cagayan de Oro to attend consultation meetings with PHILRICE, IRRI, EDPITAF, ACAP and PASUC, you are hereby designated Officer-in-Charge on the following dates:

Dr. Eliseo R. Ponce - May 14-20, 1991

and May 26-31, 1991 until my return

Dr. Jose Sal Tan - May 21-25, 1991 until the return of Dr. E. R. Ponce

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


M. R. VILLANUEVA
President

cc: Dept./Office/Center Heads