

January 17, 1987

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MEMORANDUM No: 4

To: Dr. Guindolino R. Gerona
Prof. Andres F. Duatin

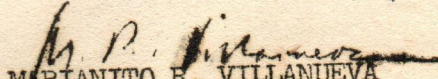
Re: Officer-In-Charge

In view of my trip to Manila beginning January 19, 1987 to attend PAASCU meeting, finalize computer listing of NCC 33 and verify capital outlay budget procedures, you are hereby appointed Officer-in-Charge of the College on the following dates:

January 19-20	Dr. G. R. Gerona
January 21 until my return	Prof. A. F. Duatin

You shall exercise the full function of the Office of the President in addition to your regular duties in your respective offices.

Thank you.


MARIANITO R. VILLANUEVA
President