

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

80

15 May 1990

MEMORANDUM NO. 99  
Series of 1990

TO: Prof. CAMILO D. VILLANUEVA  
Dr. PACIENCIA P. MILAN  
Dr. ELISEO R. PONCE

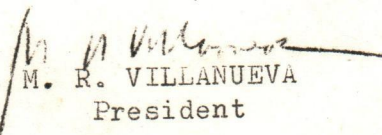
RE: Designation as Officer-in-Charge of the College

You are hereby designated OIC of the College as follows:

1. Prof. C. D. Villanueva - May 16 until the return of Dr. P. P. Milan
2. Dr. P. P. Milan - from the date of her return from Pangasinan until the return of Dr. E. R. Ponce from abroad or my return
3. Dr. E. R. Ponce - from the date of his return from abroad until my return

I will be in Tacloban, Manila and Los Baños to follow up pending VisCA matters with DBM and NEDA, and to attend the DA Agri-Aqua Awarding Ceremony and the TPAE workshop on agricultural education at UPLB.

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 Business Affairs, Director of Instruction and Director of Research Extension, respectively.

  
M. R. VILLANUEVA  
President

cc: Budget  
Personnel  
COA  
Accounting  
Records  
File