



19 December 2023

MEMORANDUM NO. 975
Series of 2023

T O: Ms. Honey Sofia V. Colis

R E: Designation as OIC for the Vice President for Administration and Finance

In view of the official travel of Dr. Edgardo E. Tulin, you are hereby designated as OIC for the Vice President for Administration and Finance effective December 20, 2023 or until the return of Dr. Tulin.

As OIC, you are authorized to discharge the functions of the Procurement Office in addition to your official duties and responsibilities.

Please be guided accordingly.


DANIEL LESLIE S. TAN
OIC-President

cc:	OVPAA	ODF/Budget	Deans
	OVPAF	IASO	Directors
	OVPREI	Accounting	Records
	OVPSAS	Cash	HRMO/RSPPRO
	OVPPRGAS	COA	File
	OUS	Registrar	