



18 December 2023

**MEMORANDUM NO.** 970  
Series of 2023

**T O: Ms. Louella C. Ampac**

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

In view of the leave of absence of Dr. Edgardo E. Tulin, you are hereby designated as OIC for the Vice President for Administration and Finance effective December 18 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
OVPASAS	Cash	HRMO/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	