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November 13, 1992

MEMORANDUM NO. 101
Series of 1992

T O: Dr. Manuel K. Palomar

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

You are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective tomorrow, November 14, 1992 until my return. I will be in Tacloban, Manila and Los Baños to attend consultation, Chairmen and Coordinators meeting and AAACU meeting.

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 Graduate School.


M. R. VILLANUEVA
President

cc: Budget
Personnel
Accounting
COA
OVPA
OVPA
Records
Dept/Center Heads