

September 3, 1996

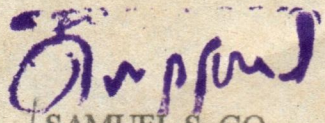
MEMORANDUM NO. 134  
Series of 1996

T O: Ms. Lourdes B. Cano  
Administrative Officer V

SUBJECT: Placing the Personnel and Functions of HRMDO  
Under the Office of Administrative Affairs

In response to the request of Prof. Roque C. de Pedro, Jr. to be relieved of his duties at HRMDO and in line with our general plan to consolidate our limited resources through merging of offices and staff complementation, as revealed in the recently concluded annual review and planning workshop, the functions and personnel of HRMDO are now absorbed by the Office of the Administrative Affairs under your headship.

As office head, you are authorized to reorganize the whole personnel of the OAA and the former HRMDO taking into considerations the responsibilities and functions of these offices. You are also advised to include the human development component of HRMDO as an important function of your office, as suggested by our reviewers and participants of the recently concluded planning workshop.

  
SAMUEL S. GO  
President *du*  
9/9/96

cc: Prof. R. C. de Pedro, Jr.  
Office of the VP for Adm.  
HRMDO  
Records  
File

*fn: hrmdo941*



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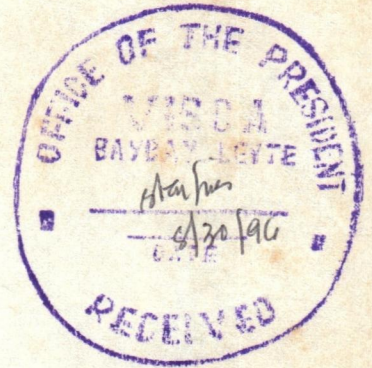


# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte  
Philippines

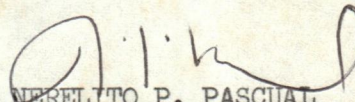
## OFFICE OF THE VICE PRESIDENT

1st Indorsement  
August 30, 1996



Respectfully forwarded to the VISCA President the attached request of Prof. Roque de Pedro for his relief in the HRMDO with the following recommendations:

1. His request for relief at HRMDO be approved.
2. For the Office of the Administrative Affairs headed by Ms. Lourdes B. Cano to absorb the personnel and functions of the present HRMDO. Related to these recommendations, I am attaching a draft Memo for your perusal.

  
NERELITO P. PASCUAL  
Vice President for  
Administration

  
Approved: Lourdes B. Cano