

December 8, 1994

MEMORANDUM NO. 117
Series of 1994

TO : Mrs. Erlinda S. Esquerre — *rely 12/14/94*
Accountant I
VLSA, Baybay, Leyte

SUBJECT : DESIGNATION AS OFFICER-IN-CHARGE OF THE VLSA
ACCOUNTING DIVISION

With the approved transfer of Mrs. Rosario L. Paulo to Hilongon, Leyte and after being recommended by the Financial Management Officer, you are hereby designated Officer-In-Charge (OIC) of the VLSA Accounting Division effective December 16, 1994 until the appointment of the head of that office or until revoked by competent authority.

As OIC you are expected to perform the duties and responsibilities of the head of that office.

Please be guided accordingly.

[Signature]
KARL L. GO
President

cc: CVA — *[initials]*
FMO
Accounting — *rely 12/14/94*
Cash — *rely 12/14/94*
COA — *rely 12/14/94*
Records — *thru money Cruz Crodog*
AO — *rely 12/14/94*
File