

March 27, 1992
24 March 1992

MEMORANDUM NO. 20
Series of 1992
MEMORANDUM NO. 19
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T O: Dr. Eliseo R. Ponce

T O: Dr. Perla M. Tan
R E: Designation as Officer-in-Charge of the College
Ms. Teresita L. Quinancia

R E: Seminar on the Implementation of NCC 68
in connection with my official travel to attend
Workshop on Coastal Management in DAP, Tagaytay, EENP
Meeting in Baguio, Educators' Congress and Annual
Conference of World Council for Curriculum and Instruction
for NCC 68 implementation, please attend the above
mentioned seminar on April 10, 1992 at 8:00 a.m., PUP
Hasmin Hostel, Sta. Mesa, Manila.
Monday, March 30, 1992 - April 11, 1992 until my return
or the return of Pres. M. R. Villanueva.

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 Research
and Extension.

cc: OVPA
OVPA

Records
File

PACIENCIA P. MILAN
Officer-in-Charge

cc: Dept./Center/Office Heads