



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

10 December 1999

MEMORANDUM NO. 130

Series of 1999

T O: **Dr. Rodolfo G. Escalada**
Dr. Manuel K. Palomar *mpk*

R E: **Designation as Officer-in-Charge, Visayas State College of Agriculture**

In connection with my official travel to Manila and Los Baños, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture on the following dates:

Dr. Rodolfo G. Escalada	-	December 11-13, 1999
Dr. Manuel K. Palomar	-	December 14-15, 1999

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

Paciencia P. Milan
PACIENCIA P. MILAN
President

cc: Personnel - *mgc 12/13*
Accounting - *st 12/13*
Cash - *gub 12/13*
COA - *gub 12/13*
Budget/FMO - *gub 12/13*
Records
File