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**MEMORANDUM NO. 388**  
Series of 2019

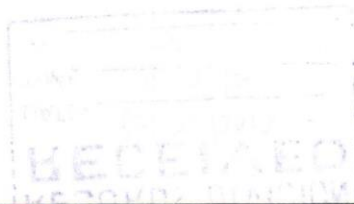
**T O: Ms. Ma. Roberta S. Miraflor**

**R E: Designation as OIC of the Records and Archives Center**

In view of the forthcoming retirement of Ms. Asteria A. Sevilla, you are hereby designated as Officer-in-Charge of the Records and Archives Center effective November 1, 2019 in addition to your duties and responsibilities at the Office of the Vice President for Administration and Finance (OVPAF) until such time that a new Head shall have been appointed.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President



*Vision: A globally competitive university for science, technology, and environmental conservation.*  
*Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*