

OP file copy

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

March 3, 1995

MEMORANDUM NO. 32  
Series of 1995

T O: Dr. Justiniano L. Seroy

SUBJECT: Designation as Officer-in-Charge

You are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective March 5, 1995 until the return of the undersigned or until the return of Dr. Nerelito P. Pascual. I will be on official travel to Metro Manila to attend the PASUC-ACAP meetings and follow-up VISCA matters with DBM and CHED.

As OIC, you are authorized to discharge the functions of the College President in addition to your regular duties and responsibilities as OIC Director of Instruction. However, policy matters should be brought to the attention of the undersigned.

Please be guided accordingly.

SAMUEL S. GO  
President

cc: Accounting

Dr. N. P. Pascual

Personnel

Budget

Cash

COA

Records

*3/4/95*  
*7/3/6/95*  
*Malas*