

August 5, 1996

MEMORANDUM NO. 125  
Series of 1996

T O: Dr. Vicente A. Quito *VQ*  
SUBJECT: Designation as Officer-in-Charge of the Office  
of Student Affairs

You are hereby designated Officer-in-Charge of the  
Office of Student Affairs effective today, August 5, 1996  
until August 9, 1996 or until the return of Prof. Aurora S.  
Alkuno who is on official leave of absence and on official  
travel.

As OIC, you are authorized to discharge the functions  
of the Director of Student Affairs in addition to your  
responsibilities as Vice President for Academic Affairs.

Please be guided accordingly.

*Samuel S. Go*  
SAMUEL S. GO  
President *hls*

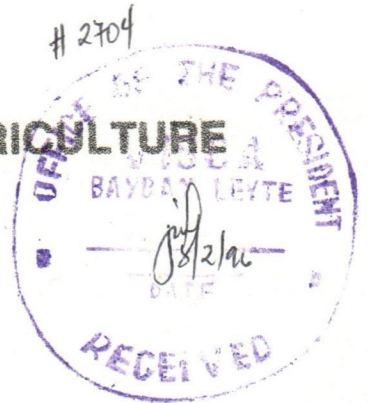
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Accounting - *8/5/96*  
COA  
*Adrian* op file



# VISAYAS STATE COLLEGE OF AGRICULTURE

OFFICE OF STUDENT AFFAIRS

Baybay, Leyte 6521-A



August 1, 1996

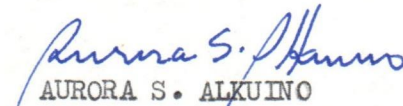
Dr. Samuel S. Go  
President, ViSCA  
Baybay, Leyte

S i r :

In connection with my official leave of absence and official travel to Manila, I wish to designate Dr. Vicente A. Quiton as Officer-in-Charge of the Office of Student Affairs on August 5-9, 1996 or until my return.

The OIC is authorized to discharge the functions of the Director of Student Affairs.

Very truly yours,

  
AURORA S. ALKUINO  
Officer-in-Charge

APPROVED:

  
SAMUEL S. GO  
PRESIDENT