

August 15, 1988

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MEMORANDUM NO. 116  
Series of 1988

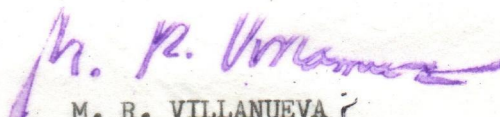
TO: Mr. DANIEL M. TUDTUD, JR.

RE: OIC, Office of Planning and Development

By virtue of the authority vested in me by the Board of Trustees, I hereby designate you Officer-in-Charge of the Office of Planning and Development, part-time, to assume the functions of the Assistant to the President for Planning and Development, effective August 15, 1988 until changed or a full time Assistant to the President for Planning is appointed. In this capacity, you are expected to assume the supervision and management of the Office in carrying out its functions in the organization.

While serving in this capacity, you shall be entitled to an honorarium of P300.00 and a representation allowance of P200.00 every month to cover snacks during official meetings called by the Office.

Please be guided accordingly.

  
M. R. VILLANUEVA  
President

cc: Dr. Jose Alkuino, Jr.  
Dr. Paciancia Milan  
Dr. Eliseo Ponce  
Dr. Vicente Quiton  
Accounting  
Personnel  
Auditing  
Records  
File  
Budget