

March 11, 1988

March 10, 1988

MEMORANDUM NO. 30  
Series of 1988

MEMORANDUM NO. 29  
Series of 1988

T O: Dr. Vicente A. Quiton

R E: Designation as Officer-in-Charge of the College

You are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective tomorrow March 11, 1988 or until my return. I will be in Tacloban to attend the LSBDA Board Meeting.

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

*M. R. Villanueva*  
M. R. VILLANUEVA  
President

cc: Mr. T. G. Tuason  
Ms. B. P. Modina  
Ms. N. V. Cala  
Records  
File

non-supervisory personnel if the unit opts to hire additional personnel to cope with the added workloads.