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May 3, 1989

MEMORANDUM NO. 51
Series of 1989

T O: Mr. Wilfredo C. Valenzona - Administrative Officer
Dir. Camilo D. Villanueva - Director, OBA
Dr. Margarito C. Escalante - Director, GSO
Ms. Diana Acedilla
Ms. Lourdes Cano

R E: Ad Interim Delegation of Functions of the Vice President
for Administration

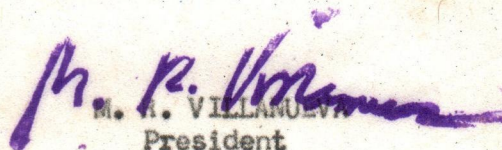
In view of the designation of Dr. Samuel S. Go, Vice President for Administration (VPA), as OIC of Leyte Institute of Technology by DECS Secretary Lourdes R. Quisumbing, you are hereby directed to assume the functions of the VPA as contained in Board Resolution No. 34, s. 1987 and in Memorandum No. 50, s. 1989 as follows:

1. Mr. Wilfredo C. Valenzona - for personnel matters and recommendatory functions
2. Dir. Camilo D. Villanueva - for financial and property matters
3. Dr. Margarito C. Escalante - for capital outlay projects

This delegation of functions shall take effect immediately until the VPA completes his assignment at LIT and reassumes his position in VISCA.

In addition, Ms. Lourdes Cano shall report and will be directly responsible to the Director of Business Affairs while Ms. Diana Acedilla will report and be directly responsible to the Administrative Officer.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: COA
Accounting
Cashier
Budget
Personnel
Supply Office
Records