



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

23 February 2000

MEMORANDUM NO. 39

Series of 2000

T O: Dr. Vicente A. Quiton — *2/23*

R E: Designation as Officer-in-Charge, Visayas State College of Agriculture

In connection with my official trip to Tacloban City, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture, effective tomorrow, February 24, 2000 or until my return.

As Officer-in-Charge you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

*[Signature]*  
**PACIENCIA P. MILAN**  
President

cc: Personnel — *2/24*  
Accounting — *2/24*  
Cash — *2/24*  
COA — *2/24*  
Budget/FMO — *2/24*  
Records — *2/24*  
File — *2/24*