

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

September 15, 1995

MEMORANDUM NO. 113  
Series of 1995

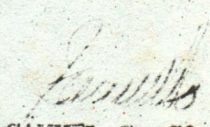
T O: Prof. Thelma C. Zafra

SUBJECT: Designation as Head of the Department of Physical Education  
on a Hold-Over Capacity

You are hereby designated Head of the Department of Physical Education, VISCA, Baybay, Leyte on a hold-over capacity effective September 1, 1995 until the Search Committee shall have recommended for approval by the Board of Trustees a new Head of the Department.

As Head on a hold-over capacity, you are entitled to the benefits attached to the position subject to the usual accounting and auditing procedures and to the availability of funds.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Dept./Office/Center Heads  
Accounting  
Personnel  
COA  
Records