

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

December 13, 1994

MEMORANDUM NO. 120
Series of 1994

T O: Mrs. Teresita L. Quiñanola


thru
- Reclonog 12-15-94

R E: Designation as OIC of HRMDO

With the resignation of Dr. Vita S. Polo as Director of the Human Resource Management and Development Office (HRMDO), you are hereby designated Officer-in-Charge (OIC) of the said office effective immediately until the appointment of a new Director.

As OIC you are expected to perform the duties and responsibilities of the head of said office.

Please be guided accordingly.


SAMUEL S. GO
President

cc: Accounting - *thru Reclonog 12-15*
VP for Adm. - *[initials]*
Personnel } *thru Reclonog 12-15*
Records