

VIRCA
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Office of the Vice President for
Academic Affairs

January 7, 1986

MEMORANDUM NO. 4
Series of 1986

T O: Prof. Andres F. Duatin
Dr. Dolores L. Alcober

SUBJECT: Designation as OIC of CSR and ODI

In connection with Dr. E. R. Ponce's official trip to Manila on January 8-10, 1986 or until his return, the following staff members are designated Officers-in-Charge:

Prof. Andres F. Duatin - Office of the Director
of Instruction

Dr. Dolores L. Alcober - Center for Social
Research

As OIC, you are given full authority to discharge the functions of the said offices.

M. R. Villanueva
M. R. VILLANUEVA
Officer-in-Charge

cc: Accounting Division
I C U
Personnel Division
Records Division
F i l e