

FILE  
NOTES OVER

January 8, 1988

MEMORANDUM NO. 2  
Series of 1988

T O: Dr. Paciencia P. Milan

R E: Designation as Officer-in-Charge of the College

You are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective Monday, January 11-13, 1988 or until my return. I will be in Manila to attend meeting with New Zealand officials, follow-up budgetary matters with DBM, follow-up scholarship matters with NEDA and to confer with PNC President.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your duties and responsibilities as Director of Instruction.

*M. R. Villanueva*  
M. R. VILLANUEVA  
President

cc: Ms. N. V. Cala  
Ms. B. P. Modina  
Mr. T. G. Tuason  
Records  
File