

January 10, 1994

January 14, 1994

MEMORANDUM NO. 1  
Series of 1994 NO. 3  
Series of 1994

T O: Dr. Manuel K. Palomar  
T Director, Graduate School  
OIC-Administrative Officer  
R E: Additional Responsibilities  
SUBJECT: ADDITIONAL RESPONSIBILITIES

In view of the institutionalization of ATEP in VISCA and considering that ATEP is now a curricular program under the supervision of the Director of the Graduate School, you are hereby directed to assume the following added responsibilities; you are hereby authorized to sign all papers in behalf of Mrs. Abogadie. This temporary assignment shall take effect immediately.

1. Sign for all financial and other business transactions involving ATEP.

2. Supervise, through the Department of Agricultural Education and Extension, implementation of ATEP programs.

3. Submit required reports on the implementation of ATEP in VISCA.

4. Perform other related functions involving ATEP.

cc: Vice President for Administration

Please be guided accordingly.

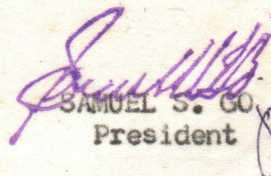
Budget

Accounting

Cash

Records

File

  
SAMUEL S. GO  
President

cc: Dr. V. A. Quiton  
Dr. P. P. Milan  
Dr. R. A. Jaime  
Accounting  
Personnel  
QOA  
Budget  
Records  
File

File