

VISCA
FILE

January 11, 1964

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MEMORANDUM NO. 1
Series of 1964

TO: Mr. Archil Bacareza

SUBJECT: Designation as OIC of the Office of the College
Secretary and Information Office

You are hereby designated Officer-in-Charge of the
Office of the College Secretary and Information Office
effective January 11, 1964 to January 13, 1964 or until the
return of Prof. Andres F. Dustin from his official business
to Manila.

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

F. A. BACAREZA
President

cc: OVPA
Personnel
Accounting
ICU
Auditor
Records
File

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