

June 24, 1996

MEMORANDUM NO. 77
Series of 1996

T O: Mrs. Esther G. Talisaysay

SUBJECT: Designation as Officer-in-Charge of ICU

You are hereby designated Officer-in-Charge of the Internal Control Unit effective today, June 24, 1996 until the return of Mrs. Milagrosa L. Gamotin who is on sick leave.

As OIC, you are authorized to discharge the functions of the ICU in addition to your duties and responsibilities at the Accounting Division.


SAMUEL S. GO
President *SK*

cc: Mr. S. Abenio
Mrs. R. Lemos *6/25/96*
Budget *WHL*
COA *6/25/96*
Records *6/25*

1970

June 23, 1996

Dr. Samuel S. Lo
President
USCA, Baybay, Leyte

Thru: Prof. Sixto P. Sandover
Executive Secretary



Dear Sir:

I will be absent for at least one week to be able to attend the needs of my aged father who was amputated and confined at Western Leyte Provincial Hospital since June 20. For this reason, I cannot join the seminar-workshop at Bacolod City on June 27-29, 1996. In my absence, may I recommend Mrs. Esther L. Talisaylay to take charge of the functions of the Internal Control Unit in addition to her existing duties + responsibilities.

Hoping for your kind consideration.

Very truly yours,
Milagros L. Sanatin

Respectfully,
RSP

6-24-96