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August 14, 1989

MEMORANDUM NO. 119
Seriesf 1989

TO: Prof. Camilo D. Villanueva

RE: Designation as Officer-in-Charge of the College

You are hereby designated Officer-in-Charge of the Misayas State College effective August 14, 1989 until my return. I will be in Tacloban to attend the PAGE Regional Meeting and meet Dr. Hernando Gonzalez.

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 Business Affairs.

Vicente A. Quizon
VICENTE A. QUITON
Officer-in-Charge

and
Vp for Academic Affairs

cc: Budget
COA
Personnel
Accounting
Records
File