



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
Office of the President

19 February 2001

**MEMORANDUM NO. 33**  
Series of 2000

T O: **Dr. Manuel K. Palomar** *md 2/20*

R E: **Designation as Officer-in-Charge, Visayas State College of Agriculture**

In connection with my travel to USM, North Cotabato you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture on February 21 – 23, 2001 or until my return.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

  
**PACIENCIA P. MILAN**  
President

cc: Personnel *- 2/20/01 mng*  
Accounting *- 2/20/01*  
Cash *- 2/20/01*  
COA *- 2/20/01*  
Budget/FMO *2/20/01*  
Records  
**File**