



17 August 2023

**MEMORANDUM NO. 820**

Series of 2023

**T O: Prof. Jesusa M. Magno**

**R E: Designation as OIC for the Dean of Student Office**

In view of the official travel of Ms. Chona A. Brit, you are hereby designated as OIC for the Dean of Student Office effective August 18, 2023 or until the return of Ms. Brit.

As OIC, you are authorized to discharge the functions of the Dean of Student Office in addition to your official duties and responsibilities.

Please be guided accordingly.



**EDGARDO E. TULIN**

President

cc: OVPA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	HRMO/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	