



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

3 February 2000

**MEMORANDUM NO. 31**

Series of 2000

**T O: Dr. Rodolfo G. Escalada**

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

In connection with my official trip to Palompon to attend the investiture of Pres. Juanito Sison, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture, effective tomorrow, February 4, 2000 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.

  
**DANIEL M. TUDTUD, JR.**

Officer-in-Charge and College/Board Secretary

cc: Personnel  
Accounting  
Cash  
COA  
Budget/FMO  
Records  
File