



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President


18 November 1999

MEMORANDUM NO. 116
Series of 1999

T O: Dr. Manuel K. Palomar - by: mcs 11/19/99
R E: Designation as Officer-in-Charge, Visayas State College of Agriculture

In view of my official leave of absence, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture, effective tomorrow, November 19-21, 1999.

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.


VICENTE A. QUITON
Officer-in-Charge

cc: Personnel - mcs 11/22
Accounting - fcs 11/22
Cash -
COA - 11/22/99
Budget/PMO - 11/22/99
Records
File