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September 5, 1988

MEMORANDUM NO. 119
Series of 1988

TO: Ms. MARIA CRISTINA U. RAMIREZ

RE: Designation as OIC, ViSCA Manila Office

By virtue of the authority vested in me by the ViSCA Board of Trustees, I hereby designate you Officer In Charge of the ViSCA Manila Office effective September 1, 1988 until December 3, 1988 or until the return of Dr. Leonardo L. Manalo. As OIC, your duties and responsibilities include the following:

- 1) Provide general supervision over the operation of VMO;
- 2) Attend to business transactions of ViSCA in Manila and its vicinity; and
- 3) Perform other duties that may be assigned by the Office of the President.

It is understood that you shall be reinstated during the period you are assigned at VMO. However, this should not prevent you from attending to your academic work provided it will not require continuous long absence from VMO.

As OIC, you shall be entitled to an honorarium of P500 per month and the privilege to stay at the VMO free of charge during the period of your assignment.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: PRCRTC
Personnel Office
Budget
Accounting
Cashier
Auditor
Records
File