



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President

30 March 2000

MEMORANDUM NO. 63
Series of 2000

T O: Dr. Perfecto U. Bartolini *5/4/3*
R E: Designation as OIC of the ViSCA Printing Press

By virtue of the authority vested in me by the ViSCA Board of Trustees, you are hereby designated as Officer-in-Charge of the ViSCA Printing Press effective April 1, 2000 until December 31, 2000 unless sooner terminated or revoked by competent college authority.

As OIC of the VPP, you are entitled to an honorarium of One Thousand Pesos Only (P1,000.00) per month subject to the availability of funds and the usual accounting and auditing rules and regulations.

It is understood that under your leadership, the VPP shall re-open as-soon-as-possible to cater to the printing needs of ViSCA constituents.

Please be guided accordingly.

P. Milan
PACIENCIA P. MILAN
President

cc: PRCRTC Director *5/4/3*
Personnel *5/4/3*
Accounting *5/4/3*
Records
OAA
OVPA *✓*
File