

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Office of the President

August 11, 1999

MEMORANDUM No. 67
Series of 1999

- T O: Ms. Lourdes B. Cano *8/11/99*
Ms. Norma V. Cala *8/11/99*
Dr. Sixto P. Sandoval *8/11/99*
Ms. Bonita T. Montes *8/11/99*
- R E: Automatic Designation as OIC of the Office of the Vice President for Administration (OVPA)

In order to continue the smooth operation of the Office of the Vice President for Administration (OVPA) in case of the absence of the officials concerned, the following officers-in-charge are hereby designated as follows:

1. Ms. Lourdes B. Cano everytime the undersigned is on travel or on leave of absence.
2. Ms. Norma V. Cala everytime during my absence and that of Ms. Lourdes Cano.
3. Dr. Sixto P. Sandoval everytime during the absence of the undersigned, of Ms. Cano and that of Ms. Cala.
4. Ms. Bonita T. Montes when the undersigned, Ms. Cano, Ms. Cala and Dr. Sandoval are absent.

This designation of officers-in-charge shall take effect immediately until revoked by the Office of the President or higher office.

Please be guided accordingly.

[Signature]
NERELITO P. PASCUAL
Officer-In-Charge

Cc: OVPA *8/11/99* Accounting *8/11/99*
OVPA *8/11/99* HRMDO *8/11/99*
OAA *8/11/99* Records *8/11/99*
FMO *8/11/99* File *8/11/99*
COA *8/11/99*

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