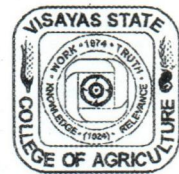


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



25 January 2001

MEMORANDUM NO. 13
Series of 2001

T O: Prof. Sergio E. Abit *Ag*

R E: Designation as Officer-in-Charge of the ViSCA Security Force

By virtue of the authority vested in me by the ViSCA Board of Trustees, you are hereby designated Officer-in-Charge of the ViSCA Security Force effective February 1, 2001 until December 31, 2001 or unless sooner terminated or revoked by higher authorities.

As OIC, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

Milan
PACIENCIA P. MILAN
President *AM*

cc: OVPA *1/26*
ODI *1/26*
ODRD/ODEx *1/26*
HRMDO *1/26*
OCS *1/26*
DASS *1/26*
OAA *1/26*
ViSCA Security Office *1/26*
Budget/FMO *1/26*
Accounting *1/26*
Cash *1/26*
COA *1/26*
Records *1/26*
File