

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



3 August 2001

**MEMORANDUM NO. 108**

Series of 2001

**T O: Dr. Manuel K. Palomar** *md 8/6/01*

**R E: Designation as Officer-in-Charge, Visayas State College of Agriculture**

In connection with my travel to Cebu City, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture on August 6, 2001 or until my return.

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.

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**  
President *h/a*

cc:

Personnel

Accounting

Cash

COA

Budget/FMO

Records

File

*- 8/6/mng*  
*8-6-01*  
*8/6/2001*  
*8/6/01*  
*8/6/01*