



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

OFFICE OF THE PRESIDENT

15 October 1999

Memorandum No. 102

Series of 1999

T O: Dr. Manuel K. Palomar

Manuel K. Palomar 10/21/99

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

You are hereby designated Officer-in-Charge of the Visayas State College of Agriculture from October 18, 1999 to October 22, 1999 or until my return from official travel.

As Officer-in-Charge, you are directed to discharge all the functions of the Office of the President except those that only the President can attend to in addition to your official duties and responsibilities.

For your information and guidance.

Paciencia P. Milan

PACIENCIA P. MILAN

President

cc: Accounting - *10-21*
HRMDO - *10/21/99*
Cash - *10/21/99*
COA - *10/21/99*
Budget/FMO - *10/21/99*
Records