

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

443

OFFICE OF THE PRESIDENT

December 14, 1989

MEMORANDUM NO. 195  
Series of 1989

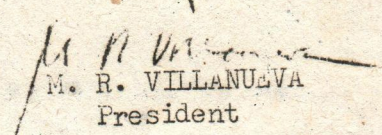
T O: Mrs. Milagros L. Gamotin

R E: Designation as OIC, Accounting Office

You are hereby designated full-time OIC of the VisCA Accounting Office effective January 1, 1990 until the return of the Chief Accountant or until replaced by this office, whichever is earlier. As OIC, you shall assume all the duties and responsibilities of the Chief Accountant and shall be directly responsible to the Director of Business Affairs.

As OIC of the Accounting Office, you shall be entitled to all remunerations and privileges granted to the Chief Accountant, with the exception of your basic salary.

Please be guided accordingly.

  
M. R. VILLANUEVA  
President

cc: All Office/Unit Heads  
COA  
Budget Office  
ICU  
OBA  
Accounting  
Records  
Personnel