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November 16, 1992

MEMORANDUM NO. 102
Series of 1992

T O: Ms. Aurora S. Alkuino

R E: Designation as OIC, Office of Student Affairs

Upon the recommendation of the Vice President for Academic Affairs based on an informal consultation made by him with the staff, you are hereby designated Officer-in-Charge of the Office of Student Affairs effective immediately until the return of the Director from her sabbatical assignment, but not beyond November 16, 1993, without prejudice to reappointment. As OIC, you shall be entitled to the benefits enjoyed by the Director.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Budget
Personnel
Accounting
ODI
OVPAA
COA
OSA
Records