

09 January 1990  
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MEMORANDUM NO. 7  
MEMORANDUM NO. 6  
Series of 1990

TO: Dr. CASTILLO D. VILLANUEVA  
TO: Dr. CASTILLO D. CARCILLAS  
RE: OIC, Department of Horticulture

By virtue of the authority vested in me by the ViSCA Board of Trustees and following the recommendation of the Director of Instruction, you are hereby designated Officer-in-Charge of the Department of Horticulture, vice Dr. Rebecca Santiago whose term has expired, effective immediately until a new department head is confirmed by the Board. As OIC, you shall carry out the functions of a department head and shall correspondingly be entitled to all privileges attached to the position.

Please be guided accordingly.

M. R. VILLANUEVA  
President

cc: Board Secretary

VPAA

ODI

Dr. Rebecca Santiago  
Department of Horticulture

Personnel

COA

Accounting

Records

File

cc: Dr. Samuel Go

Budget

ICU

Accounting

Cash Div.

Supply Office/Property Office

COA