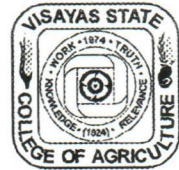


# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines  
Office of the President



23 June 2000

**MEMORANDUM CIRCULAR NO. 43**  
Series of 2000

**T O: All Concerned**

**R E: Approval of Letter of Designation for OIC of the Different  
Academic Departments/Centers and Offices**

It has been observed that some academic department/center/office heads fail to address appropriately their letter of recommendation for OIC. This memo shall be observed properly in order to resolve this issue.

All recommendations for OIC shall be addressed to the President but authority is given to the following persons to approve recommendations for OIC:

For OIC up to two (2) days, the Directors of Instruction, Research and Development, and Extension, shall sign the approval for Departments, Research Centers and BIDANI, respectively.

For OIC up to five (5) days, the VP for Academic Affairs shall sign the approval.

For OIC of more than five (5) days, the President shall approve the recommendation.

This memorandum shall take effect immediately.

For information and guidance.

  
**PACIENCIA P. MILAN**  
President