

January 2, 1995

MEMORANDUM NO. 6
Series of 1995

T O : Dr. Nerelito P. Pascual
Mrs. Lourdes B. Cano
Mrs. Norma V. Cala

R E : REVISED WORK ASSIGNMENT

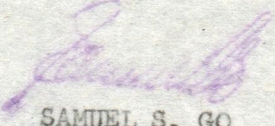
The Management and Budget Offices which are directly under the Office of the College President need strengthening.

In view of the foregoing need, the Financial and Management Officer II shall now head the Financial Planning Generation and Monitoring Office under the Office of the College President effective January 1, 1995. This Office should also perform the budgeting function in the absence of a Budget Officer.

Consequently, the Vice President for Administration, with assistance from the Administrative Officer, shall supervise the Accounting Division, Cash Division, Records Division, Supply and Property Management Division, Security Force, Legal Division, General Services Office, Infirmary and LUAPO.

The attached functional chart of the Office of the College President shall be observed by all staff members concerned.

Please be guided accordingly.


SAMUEL S. GO
President *hls*

cc: Vice President's for Adm.
Records
File

