



26 August 2021

**MEMORANDUM NO. 559**

Series of 2021

**T O: Dr. Ma. Rachel Kim L. Aure**

**R E: Designation as Officer-In-Charge,  
Office of the Vice President for Academic Affairs (OVPA)**

You are hereby designated Officer-in-Charge of the Office of the Vice President for Academic Affairs (OVPA) effective today, August 26, 2021 until September 3, 2021.

As Officer-In-Charge, you are authorized to discharge the functions of the Office of the Vice President for Academic Affairs in addition to your official duties and responsibilities.

**EDGARDO E. TULIN**  
President

cc: OVPA  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
OHIA  
FMO/Budget  
ODHRM/OHRSPR  
Registrar  
Records  
File