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April 26, 1990

MEMORANDUM NO. 88
Series of 1990

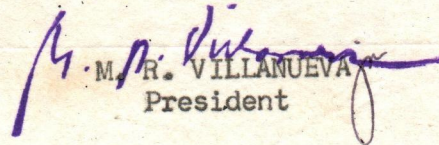
T O: Dr. Perla M. Tan

R E: Designation as OIC, Office of Student Affairs

By virtue of the authority vested in me by the ViSCA Board of Trustees and in consonance with my duties and responsibilities as ViSCA President, I hereby designate you OIC, Office of Student Affairs, effective June 1, 1990 until the return of the Director or until a Search Committee is organized and a new Director is designated by the College President. You shall carry out this assignment and as Head of the Department of Arts and Letters in concurrent capacity but shall relinquish the latter when an OIC of the Department starts to function not later than June 18, 1990.

As OIC of the Office of Student Affairs, you shall be entitled to all privileges attached to the position as authorized by the ViSCA Board of Trustees.

Congratulation.


M. R. VILLANUEVA
President

cc: Executive Committee
Personnel
Accounting
Budget
Records
File
COA
CDI