

July 13, 1989

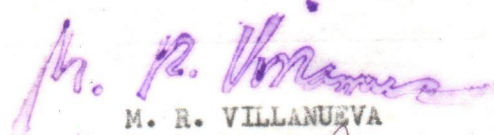
MEMORANDUM NO. 97
Series of 1989

T O: Miss Myrna Pancito

R E: Appointment as VISCASELF Treasurer

As per recommendation of the designated Chairman of the VISCASELF Board of Management for SY 1989-90, Prof. Phoebe B. Villanueva, you are hereby appointed VISCASELF Treasurer effective immediately, vice Miss Anecia Fernandez, with the usual functions already approved earlier, as follows:

1. Take custody of all money, securities, and papers of the VISCASELF.
2. Keep a complete record of all transactions for the establishment of proof of his position at any given time and date.
3. Keep a complete list of all the student borrowers and maintain a correct record of accounts of the same students.
4. Sign deposit and withdrawal slips from the bank either together with the Chairman or alone in the absence of the latter.



M. R. VILLANUEVA
President

cc: Prof. P.B. Villanueva
Cash Division
Personnel
Accounting
Records

*W/ established
honarium*