



1 October 2021

**MEMORANDUM NO. 635**

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 (OVPAAs)**

You are hereby designated Officer-in-Charge of the Office of the Vice President for Academic Affairs (OVPAAs) effective October 4, 2021 until October 8, 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: OVPAAs  
OVPAF  
OVPSAS  
OVPPRGAS  
OVPREI  
OUS  
Deans  
Directors  
Accounting  
Cash  
COA  
OHIA  
FMO/Budget  
ODHRM/OHRSPPR  
Registrar  
Records  
File