

OFFICE OF THE PRESIDENT

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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 (OVPAA)

You are hereby designated Officer-in-Charge of the Office of the Vice President for Academic Affairs (OVPAA) 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: OVPAA

OVPAF

OVPSAS

OVPPRGAS

OVPREI

OUS

Deans

Directors

Accounting

Cash

COA

OHIA

FMO/Budget

ODHRM/OHRSPPR

Registrar

Records

File