

April 13, 1993

April 7, 1992

MEMORANDUM NO. 23
Series of 1993

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To: All Directors, Center Directors and Department/Office
Heads

From: Dr. Margarito C. Escalante

SUBJECT: Preparation and submission of FY 1993 Budget Proposals

Re: Designation as Officer-in-Charge of the College

Pursuant to National Budget Memorandum No. 69, the National Budget Call for FY 1993, all state colleges and universities are required to submit their budget proposals to the Office of the President on or before April 27, 1992.

In connection with my vacation leave starting April 10, 1992, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture effective April 10, 1992 until the return of Dr. P. P. Milan or Pres. M. R. Villanueva.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your duties and responsibilities as Director of General Services.

1. Equipment outlays.

2. Capital outlays.

3. Institutionalization of self-funded projects. Please attach legal documents in support of the Memorandum of Agreement or any document to support the request.

Conformes:

4. Research and extension projects (both on-going and new).

5. Request for funding modification.

MARGARITO C. ESCALANTE

The consolidated data shall be submitted to the Office of the President through the Budget Office on or before April 29, 1992.

cc: Budget

Personnel

COA

Accounting

Records

ODI

OVPA

OVPA

File

ELISEO R. PONCE
Officer-in-Charge

M. R. VILLANUEVA
President

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