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# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
Office of the President



August 13, 2001

MEMORANDUM NO. 111  
Series of 2001

T O: **Dr. Manuel K. Palomar** - *FE 8-13-01*

R E: **Designation as Officer-in-Charge, Visayas State College of Agriculture**

In connection with my travel to Cebu, you are hereby designated Officer-in-Charge of the Visayas State College of Agriculture on August 14, 2001 or until my return.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**  
President

cc: Personnel - *8/13/01*  
Accounting - *8/13/01*  
Cash - *8/13/01*  
COA - *8/13/01*  
Budget/FMO - *8/13/01*  
Records - *8/13/01*  
File - *8/13/01*