



CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija, Philippines
Tel. No. (6344) 456-0688; Fax (6344) 456-5202/0107
E-mail Address: clsu@clsu.edu.ph
URL: <http://clsu.edu.ph>

Manila Office:
125 Narra St., Executive Town Homes
UN Avenue, Manila, Philippines
TeleFax No. (632) 523-75-16

Office of the University President

MEMORANDUM NO.: 02-06-2017 (01)

TO: DR. CHERYL G. RAMOS
Vice-President for Administration

From: The University President

Date: February 6, 2017

SUBJECT: Designation as Officer-In-Charge (OIC)

You are hereby designated as Officer-In-Charge of the Office of the President today, February 6, 2017 in view of my inability to discharge my functions as President for reason of my being on official business in Tarlac.

As OIC, you are authorized to represent me in any university function/activity requiring my presence except for other functions which you think are inappropriate for you to attend or will exclusively require my attention. You are also given the authority to sign in my behalf documents which normally need my approval except for those with legal impediments or against the interest of the government, and others which will be best served by me personally.

Please be guided accordingly.


TERESO A. ABELLA
President

Cc:

- 3 VPs
- Director, FMS
- Accounting Office
- COA Auditor
- Budget Office
- IAS
- Cashier's Office
- HRMO
- CLSU-LBP
- Records
- File