



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

6 May 2002

MEMORANDUM NO. 115

Series of 2002

T O: All Concerned

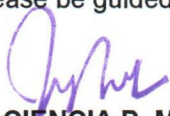
R E: Personnel Redeployment

With the implementation of the new university structure, new units/departments were created which need to be provided with administrative support services. It can be noted that while some units are well staffed other offices need to be provided with the necessary support staff to effectively carry out their functions. In this connection, the following administrative personnel are reassigned as follows:

Name of Staff	New Assignment
1. Ms. Marilou Sta. Iglesia	- As clerk at the Office of the Director for Research & Extension Program
2. Mr. Julian Cristinito Piol	- As clerk of the Office of the National Service Training Program
3. Ms. Wenifreda Oclinaria	- As Administrative Assistant at the Office of the Vice President for Administration and Finance
4. Ms. Evelyn Bestil	- As REMO at the University Review Center

This reassignment shall take effect on May 16, 2002 except in the case of Ms. Oclinaria and Ms. Bestil which shall take effect on July 16, 2002.

Please be guided accordingly.


PACIENCIA P. MILAN
President *cc Stefan*

cc:	ODREP	Graduate School
	NSPO	DFCS
	OVPAF	Security Office
	URC	Records
	ODA	File
	HRMDO	