



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

8 March 2002

MEMORANDUM NO. 83
Series of 2002

T O: Mr. Dominador A. Lauzon, Jr.
Mr. Juancho M. Lao

R E: Delineation of Duties

Attached are your designations as In-charge of Property Records and Inventory Units, respectively, under the Property Office and the corresponding list of your specific duties and responsibilities.

You are therefore requested to perform your assigned functions and to closely supervise the people under you. Problems related to your assigned units should, as much as possible, be settled at your level while your immediate supervisor is still in her recovery stage.

Please be guided accordingly.

A handwritten signature in blue ink, appearing to read "P. Milan", is written over the printed name.

PACIENCIA P. MILAN
President

cc: Mr. E. L. Dequito
Ms. J. B. Israel
OAA
HRMDO
Records
File