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Office of the President

2 November 2004

MEMORANDUM NO. 247

Series of 2004

T O: Dr. Beatriz S. Belonias

R E: Designation as Officer-in-Charge, Department of Biological Sciences

By virtue of the authority vested in me by the Leyte State University Board of Regents, your designation as Officer-in-Charge of the Department of Biological Sciences is hereby renewed on hold over capacity effective November 1, 2004 until such time that a new Head shall have been designated.

As OIC, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

PACIENCIA P. MILAN

President

cc: OVPAA
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OUS
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HRMDO
DBS
COA
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Cash
Accounting
Records
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