



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

11 May 2005

MEMORANDUM NO. 104

Series of 2005

T O: Dr. Jose M. Alkuino, Jr. *dy 3-12-05*

R E: Designation as Officer-In-Charge, Leyte State University

In connection with my travel to Cebu City, you are hereby designated Officer-in-Charge of the Leyte State University on May 13, 2005 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.

[Signature]
PACIENCIA P. MILAN
President *pl*

cc: OVPAF *dy 5-12-05*
OVPAA *comel 5-12*
OVPRE
OUS *in 05/12/05*
Deans
Directors
Personnel *5/12*
Accounting *5/12/05*
Cash *5/12*
COA
ODE *Received by Mrs. Turtur*
ODA *5/12*
Budget
Records
File

Am - 8/5/05

BRDS 5/12/05

Tarmil CA - 5/12/05

Philippine - 5/12

adcmio - 5/12/05

more pare - 5/12

OGE - 5/12

THK - 5-12