



LEYTE STATE UNIVERSITY

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Office of the President

18 November 2004

MEMORANDUM NO. 260

Series of 2004

T O: **Dr. Jose M. Alkuino, Jr.**

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

In connection with my travel to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on November 19, 2004 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.


PACIENCIA P. MILAN

President 

cc:

Personnel

Accounting

Cash

COA

OUS

ODF

Budget

Records

File

- 11/22/04
- 12/11/23/04
- 11/24/04
- 11/24/04
- 11/22/04