



LEYTE STATE UNIVERSITY

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Office of the President

13 September 2005

MEMORANDUM NO. 243

Series of 2005

T O: Ms. Fe Calunangan *9/15*
Mr. Samuel Modina

R E: Transfer of Office Assignment

In view of the newly approved organizational structure of the university and in order to improve efficiency and effectiveness in public service, there is a need to move personnel from one unit to another to fully utilize their skills and qualifications as employees. Thus, Ms. Fe Calunangan is transferred to the Office of the Vice-President for Development and External Affairs effective upon receipt of this order while Mr. Samuel Modina shall be transferred to the Office of the Security Services effective Sept. 16, 2005.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President

cc:

OVPDEA - *9/14*
Security Office
ODF - *9/14*
ODA - *9/14*
SPMO
HRMDO - *9/14*
Fu