



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

15 February 2006

## MEMORANDUM NO. 42

Series of 2006

**T O: Mr. Raul Abit** — 

**R E: Additional Assignment**


Effective immediately, you are hereby assigned to provide clerical services to the Information Office in addition to your clerical assignment at the Alumni Affairs Office. This additional assignment is one way of maximizing available resources due to absence of funds to hire new clerk for the Information Office.

Please prepare your work schedule in such a way that you can provide clerical services to both offices, at the same time, act as tour guide to LSU guests and visitors.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**

President 

cc: Ms. Z. D. Gerona — 

Dr. A. B. Tulin

Dr. M. K. Palomar

HRMDO — 2/21/06 — 

Records

File