



# LEYTE STATE UNIVERSITY

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Philippines

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*Office of the President*

29 March 2004

**MEMORANDUM NO. 89**

Series of 2004

**T O: Mr. Minensio C. Sabalza  
Mrs. Elvira L. Sabulao**

**R E: Relief of Mr. Minensio C. Sabalza and Designation of Supply Officer  
of the LSU Tolosa Campus**

In view of the forthcoming retirement of Mr. Minensio C. Sabalza this coming October 2004 and in order to give him enough time to clear himself from money and property accountabilities, he is hereby relieved of his duties as Supply Officer effective April 1, 2004.

In his place, Mrs. Elvira L. Sabulao is designated as Supply Officer in addition to her duties as Administrative Officer II of the LSU Tolosa Campus.

As designated Supply Officer, Mrs. Sabulao is directed to effect improvements in inventory management and procurement procedures. She may consult Mrs. Jeanette Israel of the Main Campus on matters relating to her new assignment.

This memorandum takes effect April 1, 2004.

For compliance.

  
**PACIENCIA P. MILAN**

President

cc: Dr. J. M. Alkuino, Jr. - *al*

Dr. L. B. Cano

PSO, LSU Main *lw 4-5-14*

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