



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

17 June 2003

**MEMORANDUM NO. 129**

Series of 2003

**T O: Dr. Gregorio T. Pelayo**

**R E: Designation as Officer-in-Charge, College of Education and Agricultural Technology (LSU Villaba Campus)**

In view of the leave of absence of Dr. C. N. Astrologo-Ito relative to her travel to Japan, you are hereby designated Officer-in-Charge of the College of Education and Agricultural Technology (LSU Villaba Campus) on June 20 - 30, 2003 or until the return of Dr. Ito.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the Dean in addition to your official duties and responsibilities.

  
**PACIENCIA P. MILAN**  
President

cc: LSU Villaba Campus  
OVPA - *FR 6-18-03*  
OVPAF - *[Signature]*  
OVPRE - *[Signature]*  
OUS - *[Signature]*  
HRMDO - *[Signature]*  
Accounting - *[Signature]*  
Cash - *[Signature]*  
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