



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

25 January 2002

MEMORANDUM NO. 13
Series of 2002

T O: Mr. Juancho Lao

R E: Transfer to the Property Section of SPMD

In line with management effort to maximize the utilization of its manpower resources, you are hereby directed to report effective February 1, 2002 to the Property Section of the Supply-Property Management Division (SPMD). Please see Mrs. Jeanette B. Israel, for your work assignment.

For compliance.


PACIENCIA P. MILAN
President

cc: OVPA
Accounting
COA
HRMDO
SPMD
Records
File

**LEYTE STATE UNIVERSITY
BAYBAY, LEYTE
SUPPLY-PROPERTY MANAGEMENT DIVISION**

January 9, 20002

DR. PACIENCIA P. MILAN
President, LSU
LSU, Baybay, Leyte


Madame:

With the implementation of the New Government Accounting System (NGAS), I would like to request the exchange of detail of two personnel namely: Mr. Juancho Lao, presently detailed in COA and Ms. Norieta Bustillo of the Property Section. Ms. Bustillo is needed by the Accounting Office to handle the Supplies Ledger Card. Meanwhile, the computer expertise of Mr. Lao will be of great help to the Property Section in as much as the inventories of CSI's properties will be consolidated to the said section.


Hoping this request will merit your kind approval.

Thank you.

Very truly yours,


EDGARDO L. DEQUITO
Chief, SPMD

Conformes:


ROBERTA C. LENOS
Accountant IV


JEANETTE B. ISRAEL
Supply Officer II

Cc: Acctg. Office
COA
File

APPROVED


PACIENCIA P. MILAN
RESIDENT