



LEYTE STATE UNIVERSITY

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Office of the President

1 August 2006

MEMORANDUM NO. 164

Series of 2006

T O: Mr. Niceforo L. Suyom
Administrative Aide III

R E: New Detail


In order to effect the reorganization and facilitate efficient delivery of services, you are hereby temporarily deployed to the Infirmary Health Services effective August 1, 2006.

Your official duties and functions are the following:

1. Conducts patients to and from the place of destination and should be available for such function at all times when needed except when on leave.
2. When on leave, should recommend to the Head of Office for a temporary driver of the ambulance when the need arises in your absence.
3. Acts as messenger of the Infirmary when needed.
4. Assists in keeping and filing of medical records and in retrieving said records when needed during consultations on office hours except when transporting patients or doing a special assigned task.
5. Operates and maintains the power generator of the Infirmary, as the need arises.
6. Performs other duties which may be assigned by the Head of Office from time to time.

Please facilitate the formal turn-over of your responsibilities and accountabilities at the General Services and coordinate with Dr. Elwin Jay V. Yu regarding your new work assignment.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. Elwin Jay V. Yu
OVPAF Cash Div.
GSO Accounting Div.
Infirmary COA
OUS Records
HRMDO **File**
ODA