



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

11 March 2004

**MEMORANDUM NO. 69**

Series of 2004

**T O: Dr. Perfecto U. Bartolini**

**R E: Designation as OIC Head, Department of Community Development Education**

By virtue of the authority vested in me by the Leyte State University Board of Regents and as recommended by the Search Committee, you are hereby designated OIC Head, Department of Community Development Education effective April 16, 2004 until April 15, 2005 or unless sooner terminated or revoked by higher authorities.

As OIC Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Your designation as Manager of Printing Press shall be in effect until such time that a new Manager shall have been designated.

It is hoped that appropriate turning over of responsibilities and accountabilities shall be made.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: OVPAA  
OVPAF  
OVPRE  
OUS  
ODA  
ODF  
College of Education  
Printing Press  
HRMDO  
DCDE  
Accounting  
Budget  
Cash  
COA  
Records  
File