



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

3 November 2003

MEMORANDUM NO. 237

Series of 2003

T O: Dr. Merlita D. Veloso

**R E: Designation as Officer-in-Charge, Department of Administration & Finance
LSU-Villaba Campus**

As per recommendation of the Personnel Committee of the College of Education and Agricultural Technology, LSU – Villaba Campus and by virtue of the authority vested in me by the LSU Board of Regents, you are hereby designated Officer-in-Charge of the Department of Administration and Finance effective November 1, 2003 until October 31, 2004 or unless sooner terminated or revoked by higher authorities.

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

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dean, CEAT, LSU-Villaba Campus
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LEYTE STATE UNIVERSITY-Villaba Campus
(College of Education and Agricultural Technology)

LNCAST, Villaba, Leyte, 6637, Philippines

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OFFICE OF THE PRESIDENT
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DATE: 10/29/03
VISCA, BAYBAY, LEYTE

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DATE: OCT 29 2003 1530 ✓

October 23, 2003

DR. PACIENCIA P. MILAN
University President
Leyte State University-Main Campus
VISCA, Baybay, Leyte

Thru: DR. MANUEL K. PALOMAR
Vice President for Academic Affairs


Madam:

The Personnel Committee of the College of Education and Agricultural Technology would like to recommend **Dr. Merlita D. Veloso** as LSU-Villaba Campus, Villaba, Leyte **Officer In-charge**, Department of Administration and Finance effective November 1, 2003 to October 31, 2004.

Thank you very much for the usual support.

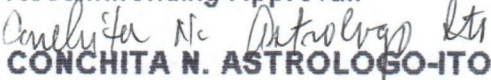
Very truly yours,



FELIPE S. CASAS
Chairman


AURORA A. CARPIO
Secretary


FELIPE Q. ALBEOS
Co-Chairman

Recommending Approval:


CONCHITA N. ASTROLOGO-ITO
College Dean


MANUEL K. PALOMAR 10/29 ✓
Vice President for Academic Affairs

Approved:


PACIENCIA P. MILAN
University President