



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

29 September 2003

MEMORANDUM NO. 217

Series of 2003

T O: Dr. Jose M. Alkuino, Jr. - *for 9/30/03*

R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Tacloban, you are hereby designated Officer-in-Charge of the Leyte State University on October 2, 2003 or until my return.

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


PACIENCIA P. MILAN
President

cc: Personnel *9/30/03*
Accounting *10/2/03*
Cash
COA *9/30*
ODF *9/30*
Budget
Records *9/30*
File