



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

27 August 2002

## MEMORANDUM NO. 203

Series of 2002

**T O:** Mr. Roberto B. Pascual *9/2/02*

**R E:** Official Assignment at the Office of the Vice President for Academic Affairs

In spite of the pooling of all Utility Workers at the Administration building for improved efficiency and effectiveness, your immediate supervisor shall be Dr. M. K. Palomar since you are taking over the assignment of Mr. Filadelfo S. Llano. However, you shall continue to perform the functions assigned to you by Mr. Jaime B. Pascual.

For monitoring purposes then, please submit to Dr. Palomar your schedule of assignments with other offices and the time you should be at the OVPAA. Henceforth, your Daily Time Record, Application for Leave of Absence and Performance Report will be signed by Dr. Palomar.

Please be guided accordingly.

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**  
President *P. Milan*

cc: Dr. Manuel K. Palomar *9/2/02*  
Mr. Jaime B. Pascual *9/2/02*  
Ms. Lourdes B. Cano *9/2/02*  
HRMDO *9/2/02*  
Records  
File