



LEYTE STATE UNIVERSITY

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Office of the President

15 June 2005

MEMORANDUM NO. 124

Series of 2005

T O: Dr. Jose M. Alkuino, Jr. *du 6/16*

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

In connection with my travel to Manila, you are hereby designated Officer-in-Charge of the Leyte State University on June 21 – 22, 2005 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
PACIENCIA P. MILAN
President *jp*

cc: OVPAA *grace*
OVPAF *du 6/16*
OVPRE *REPO, 2000 - 6/16/05*
Deans
Directors
OUS *mi 6/16/05*
Personnel *4/16/05*
Accounting *6/16/05*
Cash *6/16/05*
COA
ODF *6/16/05*
Budget *6/16/05*
Records
File

ODCIMO *6/16/05*
ODA *6/16/05*
OCs *6/16/05*
OSSO *6/16/05*

COE - 6/16/05
ILK -
PCC -
ISRS -

Cym - *6/16/05*
OSD - *6/16/05*
CAF -

CEAT -

CAS - *6/16/05*

WERE -

NARE -

PHILIPPO CROSS -

FERRE -

CA -