



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*OP file*

Office of the President

11 July 2003

## MEMORANDUM NO. 172

Series of 2003

**T O: Dr. Lourdes B. Cano** - *for 7/22*

**R E: Designation as Director of Administration**

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Director of Administration effective January 1, 2003 until December 31, 2003 or unless sooner terminated or revoked by higher authorities.

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

Please be guided accordingly.

*[Signature]*  
**PACIENCIA P. MILAN**  
President *jp*

cc: OVPA - *7/22*  
OVPAF - *7/22*  
OVPRE - *7/22*  
OUS - *7/22*  
ODCIND - *7/22*  
ODA - *7/22*  
ODF - *7/22*  
HRMDO - *7/22*  
Accounting - *7/22*  
Budget - *7/22*  
Cash - *7/22*  
COA - *7/22*  
Records - *7/22*  
File