



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

30 January 2002

MEMORANDUM NO. 21  
Series of 2002

T O: **Prof. Editha G. Cagasan**

R E: **Designation as Head, Multi-Media Development Center**

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Head, Multi-Media Development Center effective February 1, 2002 until December 31, 2002 or unless sooner terminated or revoked by higher authorities.

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

Please be guided accordingly.

A handwritten signature in purple ink, appearing to read "P. Milan", is written over a faint circular stamp.

**PACIENCIA P. MILAN**  
President

cc: OVPAA  
OVPAF  
OVPRE  
OBS  
OAA  
ODCIMD  
DDC  
HRMDO  
Accounting  
FMO/BUDGET  
Cash  
COA  
Records  
File