



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

17 October 2001

## MEMORANDUM NO. 141

Series of 2001

T O: Dr. Othello B. Capuno

R E: Designation as Officer-in-Charge, Office of the Director of Instruction

Upon consultation with concerned offices, you are hereby designated OIC, Office of the Director of Instruction (ODI) effective today, October 17, 2001 until December 31, 2001 or until such time that the new LSU structure shall take effect or unless sooner terminated or revoked by appropriate authorities.

As OIC, you are authorized to discharge the functions of the Director in addition to your usual duties and responsibilities. You are also entitled to whatever privileges attached to the position subject to the availability of funds and to accounting and auditing procedures.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

Cc: OVPAA  
OVPA  
ODI  
ODRD  
ODEx  
OGS  
OCS  
DPBAB  
HRMDO  
Budget/FMO  
Accounting  
COA  
OAA  
Cash  
Records  
File