



# LEYTE STATE UNIVERSITY

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*Office of the President*

6 April 2004

## MEMORANDUM NO. 96

Series of 2004

**T O: Mr. Eduardo T. Leros**

**R E: Designation as Records Officer, LSU-Tolosa Campus**

In addition to your duties as Instructor III, you are hereby designated as Records Officer of the LSU-Tolosa Campus.

You may consult Mr. Simeon P. Sedrome, Records Officer of the Main Campus in doing your new assigned task.

This designation takes effect immediately unless revoked by this office.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**

President 

cc: OIC Dean, LSU-Tolosa Campus  
Mr. S. P. Sedrome, Records Officer, LSU Main  
OVPAF  
OUS  
HRMDO  
Records  
File