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LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

21 June 2002

MEMORANDUM NO: 162

Series of 2002

T O: Dr. Jose M. Alkuino, Jr. *not 6/25*
 Prof. Jesusito L. Lim

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

In connection with my travel to Cebu to attend the PASUC Midterm Conference, you are hereby designated Officer-in-Charge of the Leyte State University on the following dates:

- Prof. Jesusito L. Lim - June 25
- Dr. Jose M. Alkuino, Jr. - June 26-28, 2002 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.

P. Milan
PACIENCIA P. MILAN
 President

- cc:
- Personnel - *6/26/02*
 - Accounting - *6/26/02*
 - Cash - *6/26/02*
 - COA - *6/26/02*
 - Budget/FMO - *6/26/02*
 - Records
 - File