



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.

Paciencia 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