



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

27 October 2004

## **MEMORANDUM NO. 240**

Series of 2004

**T O: Dr. Jose L. Bacusmo**

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

In connection with my trip to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University in the afternoon of October 27, 2004 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**

President 

cc: Personnel  
Accounting  
Cash  
COA  
OUS  
ODF  
Budget  
Records  
**File**