



# LEYTE STATE UNIVERSITY

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*Office of the President*

23 November 2006

**MEMORANDUM NO. 219**

Series of 2006


**T O: Dr. Jose M. Alkuino, Jr.**

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

In connection with my travel to Cebu, you are hereby designated Officer-in-Charge of the Leyte State University on November 28 – 30, 2006 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: OVPAA  
OVPAF  
OVPDEA  
OUS  
ODREx  
ODCI  
Deans  
Directors  
Personnel  
Accounting  
Cash  
COA  
ODF  
ODA  
Budget  
Records  
**File**