



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

11 December 2002

MEMORANDUM NO. 282

Series of 2002

T O: Dr. Juan S. Labra

12-10

R E: Designation as Officer-in-Charge of the Security Office

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Officer-in-Charge of the Security Office effective December 15, 2002 until December 31, 2003 or unless sooner terminated or revoked by higher authorities.

As OIC, you are authorized to discharge the functions of the office in addition to your duties and responsibilities. You are also entitled to whatever privileges attached to the position subject to pertinent policies.

Please be guided accordingly.

[Signature]
PACIENCIA P. MILAN
President

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