



# LEYTE STATE UNIVERSITY

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Office of the President

5 February 2004

**MEMORANDUM NO. 44**

Series of 2004



**T O: Mr. Venerando B. Jose**

**R E: Additional Responsibility**

In view of the leave of absence of Ms. Norma B. Cerna, you are hereby directed to man the Security Office effective immediately. Ms. Felicisima Israel will assist you in doing clerical work (i.e. preparation of payrolls, communications, etc.) after office hours.

Please coordinate with Ms. Quiñanola regarding Ms. Israel's work schedule.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**  
President 

cc: Dr. J. Alkuino, Jr.  
Dr. J. Labra  
Ms. T. Quiñanola  
Ms. F. Israel