



LEYTE STATE UNIVERSITY

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Office of the President

29 March 2004

MEMORANDUM NO. 88

Series of 2004

T O: Prof. Teresita C. Jocson

R E: Designation as Internal Control Officer


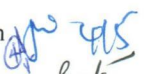



To improve check and balance in the financial and administrative management system at the LSU Tolosa Campus, there is a need to institute internal control system. Thus, you are designated as Internal Control Officer effective April 1, 2004.

As Internal Control Officer, you are directed to study the existing procedures and flow of the financial transactions and to recommend systems and procedures to improve the system.

Please be guided accordingly.


PACIENCIA P. MILAN

President 

cc: Dr. J. M. Alkuino, Jr. 
Dr. L. B. Cano
FMO, LSU Main 
ICU, LSU Main 
Acctg., LSU Main 
HRMDO - 4/5/ 
Records
File