



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

4 June 2002

MEMORANDUM NO. 140

Series of 2002

T O: Ms. Ma. Christina U. Ramirez

R E: Designation as OIC, Procurement Office

You are hereby designated Officer-in-Charge of the Procurement Office effective June 1, 2002 until December 31, 2002 or unless sooner revoked or terminated by higher authorities. A new head shall not be designated due to the separation of the Procurement and Supply Office.

As OIC, you are thereby directed to assume the full duties and responsibilities of the head of said office.

Please be guided accordingly.


PACIENCIA P. MILAN

President 

cc: OVPAF
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File