



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

16 January 2004

MEMORANDUM NO. 36

Series of 2004

T O: Prof. Mario E. Baliad

**R E: Designation as In-Charge of the University's Main Campus & External Campuses
Landscaping and Beautification**

By virtue of the authority vested in me by the Leyte State University Board of Regents, your designation as In-Charge of the Landscaping and Beautification of the University's Main Campus and External Campuses is hereby renewed effective January 1, 2004 until December 31, 2004 or unless sooner terminated or revoked by higher authorities.

This assignment is in addition to your responsibilities as Associate Professor III of the National Coconut Research Center – Visayas.

Furthermore, Mr. Sales Loreto and the landscaping crew is under your supervision. Please revive the nursery for the landscaping needs.

Please be guided accordingly.

PACIENCIA P. MILAN

President 

cc: Mr. Sales Loreto
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