

LEYTE STATE UNIVERSITY

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Office of the President

21 December 2006

MEMORANDUM NO. 228

Series of 2006

Dr. Jose L. Bacusmo 0:

R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on December 21, 2006 or until my return.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

cc: **OVPAF**

OVPAA

OVPDEA

OUS

ODREX **ODCI**

Deans

Directors

Personnel Accounting

Cash

COA

ODF

ODA

Budget

Records File