



# LEYTE STATE UNIVERSITY

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*Office of the President*

16 February 2005

**MEMORANDUM NO. 36**

Series of 2005

**T O: Dr. Jose M. Alkuino, Jr.**

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

In connection with my trip to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on February 16, 2005 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.

**PACIENCIA P. MILAN**  
President

cc: Personnel *AV*  
Accounting  
Cash'  
COA' *8/2/17*  
ODE  
OUS  
Budget *8/17*  
Records  
File