



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

5 February 2004

MEMORANDUM NO. 45

Series of 2004

T O: Ms. Felicisima P. Israel
R E: Additional Responsibility

In view of the leave of absence of Ms. Norma B. Cerna, you are hereby directed to assist in the clerical work (i.e. preparation of payrolls, appointments, communications, etc.) of the Security Office effective immediately. However, because of your heavy work assignment at HRMDO, this additional task should be done after office hours. As such, you will be entitled to collect overtime pay subject to pertinent accounting rules and regulation.

Please coordinate with Ms. Quiñanola and Dr. Labra regarding your work schedule.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: Dr. J. Alkuino, Jr.
Dr. J. Labra
Ms. T. Quiñanola
Mr. V. Jose