



LEYTE STATE UNIVERSITY

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Office of the President

19 May 2005

MEMORANDUM NO. 108

Series of 2005

T O: Dr. Jose M. Alkuino, Jr. *5/20*
R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Samar, you are hereby designated Officer-in-Charge of the Leyte State University on May 20, 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.

11.2
PACIENCIA P. MILAN
President

cc: Personnel - *5/20/05*
Accounting - *5/20/05*
Cash
COA *5/20/05*
ODF
Budget *tan ofn*
Records *49 5/20/05*
USec
File