



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

14 June 2002

MEMORANDUM NO. 160
Series of 2002

T O: Prof. Dominador S. Ugsang
Ms. Milagrosa L. Gamotin

R E: Work Assignment of Mr. Fernando Montajes

The present financial condition of the University constrained us to hire additional administrative staff to respond to the numerous manpower needs of its various units. This condition also forced us to redeploy/share existing personnel to other units who badly need the services. This arrangement may not be the ideal one but under the present circumstances, our options are very limited. It is in this regard that Mr. Fernando Montajes, a Utility Worker originally hired under LUAPO, will be assigned to report back to the IGP office every Monday, Wednesdays and Fridays and to the LHS every Tuesdays and Thursdays. Part of Mr. Montajes job will be the maintenance of the LSU Market in addition to other duties and responsibilities assigned by the IGP Head. This work arrangement will take effect June 17, 2002.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Mr. Fernando Montajes
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