



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

12 May 2003

MEMORANDUM NO. 100

Series 2003

T O: Mr. Filadelfo Llano - 5/14
Ms. Lucena Seroy - 5/14
Mr. Roberto Pascual - 5/14
Mr. Jose Saulan - 5/14
Mr. Roberto Cala - 5/14
Mr. Raul Abit - 5/14

R E: Reassignment of Workplace

For increased efficiency and effectiveness through maximum utilization of existing manpower, the following personnel are temporarily assigned at the following offices:

Name	Office Assignment
1. Mr. Filadelfo Llano	OVPA
2. Ms. Lucena Seroy	Admission Office
3. Mr. Roberto Pascual	Office of the Dean, CA
4. Mr. Jose Saulan	OVPAF
5. Mr. Roberto Cala	Law Library & High School Library
6. Mr. Raul Abit	Alumni Affairs

As such, the above-mentioned employees will have their DTRs, PERF, etc. signed by their new supervisors. They are likewise directed to clear themselves of any accountability from their present office assignment.

This movement of personnel shall take effect on May 16, 2003 or earlier depending on the arrangement with the respective Heads of Office.

Please be guided accordingly.

P. Milan
PACIENCIA P. MILAN
President

cc: OVPA - 5/14
OGS - 5/14
OVPAF - 5/14
HRMDO
Alumni Affairs
Admission Office
Office of the Dean, CA
Procurement Office
Library
Records

Accounting
BIDANI

File