



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

1 September 2003

## MEMORANDUM NO. 198

Series of 2003

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

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

In connection with my travel to Tacloban, you are hereby designated Officer-in-Charge of the Leyte State University on September 4, 2003.

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  
Accounting  
Cash  
COA  
ODF  
Budget  
Records  
File