



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

16 January 2003

MEMORANDUM NO. 14

Series of 2003

T O: Dr. Celedonia de Asis Palaña

**R E: Non-Renewal of Mr. Roberto Malate's Appointment
& Designation as Disbursing Officer**

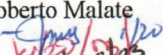

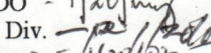
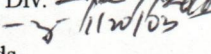
Per information, Mr. Roberto Malate has been designated as Disbursing Officer. Please be informed that a casual utility worker cannot be assigned a critical function involving money. In addition, Mr. Malate has an estafa case for falsification of commercial documents still pending at the Municipal Court at Tolosa, Leyte.

Because of the pendency of an estafa case against Mr. Malate, aside from his being a casual employee which is in violation of COA rules, the renewal of Mr. Malate's appointment and designation as Disbursing Officer is hereby disapproved. Please effect also the immediate cancellation of his bond before the Bureau of Treasury. A casual employee cannot be bonded.

Please be guided accordingly.


PACIENCIA P. MILAN

President

cc: Mr. Roberto Malate
ODA - 
COA - 
OUS
HRMDO - 1/20/03
Acctg. Div. - 
Cash - 
Records
File