



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

Office of the President

16 December 2003

MEMORANDUM NO. 267

Series of 2003

T O: Ms. Norma V. Cala

R E: Designation as Director of Finance

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Director of Finance effective January 1, 2004 until December 31, 2005 or unless sooner terminated or revoked by higher authorities.

As Director, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPAA
OVPAF
OVPRE
OUS
ODCIMD
ODA
ODF
HRMDO
Accounting
Budget
Cash
COA
Records
File