



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

4 December 2002

MEMORANDUM NO. 281

Series of 2002

T O: Dr. Ma. Juliet C. Ceniza *js*

R E: Designation as OIC – ViSCA-gtz Tropical Ecology Program

You are hereby designated Officer-in-Charge of the ViSCA-gtz Tropical Ecology Program effective immediately unless sooner revoked or terminated by higher authorities.

As OIC, you are authorized to discharge the functions of the program in addition to your duties and responsibilities as Director of ITE. You are entitled to whatever privileges attached to the position subject to pertinent policies.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President *js*

cc: OVPRE *js 12/12/02*
OVPA *js 12/12/02*
OVPAF *js 12/12/02*
OUS *js 12/12/02*
ITE *js 12/12/02*
HRMDO *js 12/12/02*
Accounting *js 12/12/02*
COA *js 12/12/02*
FMO/Budget *js 12/12/02*
Cash *js 12/12/02*
Records *js 12/12/02*
File