



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

Office of the President

16 December 2003

MEMORANDUM NO. 268

Series of 2003

T O: Dr. Alice M. Acabal

R E: Designation as Head, Admissions Office

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

As Head, 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
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ODA
ODF
ODCIMD
HRMDO
OSA
Accounting
Budget
Cash
COA
Records
File