



# LEYTE STATE UNIVERSITY

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## Office of the President

23 August 2005

### MEMORANDUM NO. 164

Series of 2005

**T O:** Ms. Jeanette B. Israel  
Ms. Maria Cristina U. Ramirez

**R E:** New Organizational Structure

Please be informed that in the new Organizational Structure of the Leyte State University as approved by the Board of Regents per BOR Resolution No. 37 Series of 2005 during its June 16, 2005 meeting, the Property and the Procurement Office is integrated into one and is now called the Supply and Property Management Office (SPMO). As such, the former Procurement Service Office housed at the Administration Building, is now relocated and is expected to transfer within this week to the Lower Campus to share offices with the former Property Office.

Ms. Israel and Ms. Ramirez are requested to facilitate the immediate integration of the two offices and the relocation of the Procurement Service Office from its previous site which will now be the location of the Office of the Vice President for Development and External Affairs.

The Supply and Property Management Office will be headed by Ms. Jeannette B. Israel.

For your guidance and immediate compliance.

  
**PACIENCIA P. MILAN**

President

cc: Ms. J. Israel  
Ms. M. C. Ramirez  
OVPAF  
ODA  
FMO  
HRMDO  
Budget  
Accounting  
Records  
File

*Handwritten notes and signatures:*  
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