



# LEYTE STATE UNIVERSITY

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*Office of the President*

9 July 2004

## MEMORANDUM NO. 191

Series of 2004

**T O: Dr. Merlita D. Veloso**

**R E: Designation as Head, Department of Production Technology  
LSU – Villaba Campus**

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Villaba Campus Dean, Dr. Conchita N. Astrologo-Ito, you are hereby designated Head of the Department of Production Technology effective August 31, 2004 until August 30, 2005 or unless sooner terminated or revoked by higher authorities.

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

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: LSU – Villaba Campus

OVPAA - *7-27*

OVPAF - *7-27*

OVPRE - *7/27/04*

OUS - *7/27/04*

ODCIMD - *7/27/04*

ODA - *7/27/04*

ODF - *7/27/04*

COA - *7/27/04*

HRMDO - *7/27/04*

Accounting - *7/27/04*

Cash - *7/27/04*

Records - *7/27/04*

File