



# LEYTE STATE UNIVERSITY

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Office of the President

4 July 2005

**MEMORANDUM NO: 133**

Series of 2005

**T O: Dr. Jose M. Alkuino, Jr.**

**R E: Designation as Officer-In-Charge, Leyte State University**

In connection with my travel to Tacloban, you are hereby designated Officer-in-Charge of the Leyte State University on July 5, 2005 or until my return.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

**PACIENCIA P. MILAN**  
President

cc:

OVPAF

OVPAA

OVPRE

OUS

Deans

Directors

Personnel

Accounting

Cash

COA

ODF

ODA

Budget

Records

File

*Handwritten notes and signatures:*  
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- *OPAA*  
- *OPRE*  
- *OUS*  
- *Deans*  
- *Directors*  
- *Personnel*  
- *Accounting*  
- *Cash*  
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