



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

25 January 2004

MEMORANDUM NO. 80

Series of 2004


T O: Ms. Elvira Sabulao
Mr. Nelson Trinchera
Ms. Gilda Cayanong
Ms. Anacorita Sacris
Mr. Elmer Songalia
Mr. Menensio Sabalsa
Mr. Vicente Sarzata
Ms. Elvira Cinco
Ms. Filenita Daya
Mr. Larry Silva
Ms. Hermelina Malate
Mr. Jovito Magnawa
Mr. Diego Petronio
All Other Administrative Staff

R E: Management and Direction in the Affairs of the LSU Tolosa Campus

In view of the retirement of Dr. Celedonia de Asis Palaña starting March 5, 2004, you are hereby directed to accept and follow instructions in running the affairs of your respective offices from your OIC Dean, Dr. Corazon B. Batoy only or her authorized representative.

As of the present, Dr. Palaña is considered retired pending approval of her request and as such, she is now considered as one of our College guests. Her coming in is a personal risk which the university is not answerable to, thus this order.

For your guidance and strict compliance.


PACIENCIA P. MILAN
President

cc: Dr. C. B. Batoy
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