



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

*Office of the President*

16 December 2003

**MEMORANDUM NO. 265**

Series of 2003

**T O: Ms. Milagrosa L. Gamotin**

**R E: Designation as Head, Internal Control Unit**

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Head, Internal Control Unit 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  
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