



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

7 March 2005

MEMORANDUM NO. 51

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 to attend a meeting with the Regional Director of the Department of Budget and Management and Manila for SCF Project Update at PIDS, you are hereby designated Officer-In-Charge of the Leyte State University from March 8 - 10, 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: OVPAA
OVPAF
OVPRE
Deans
OUS
Personnel
Accounting
Cash
COA
ODF
Budget
Records
File