



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

1 March 2004

MEMORANDUM NO. 64

Series of 2004

T O: Dr. Corazon B. Batoy


R E: Designation as OIC Dean, LSU Tolosa Campus

You are hereby designated OIC Dean of the LSU Tolosa Campus effective March 6, 2004 in addition to your duties as Professor III of this university. Dr. Celedonia de Asis Palaña is considered compulsorily retired effective March 5, 2004 unless her change of date of birth filed before the CSC is approved before said date.

You are to take over the administrative responsibilities of Dr. Palaña and shall report to this office your observations and recommendations for the smooth turn-over of responsibilities.

As OIC you are entitled to whatever remuneration due to the office subject to existing policies and guidelines.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVP AF
OVP AA
OVP RE
ODA
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OUS
COA
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Records
Ms. Elvira Sabulao