



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

12 January 2007

MEMORANDUM NO. 17

Series of 2007

T O: Dr. Merlita D. Veloso

**R E: Designation as Head, Office of Administration and Finance,
LSU – Villaba Campus**

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of Dr. Conchita N. Astrologo-Ito, your designation as Head, Office of Administration and Finance, LSU – Villaba Campus is hereby renewed effective January 1, 2007 until December 31, 2007 unless sooner terminated or revoked by higher authorities.

As Office Head, you are entitled to the privileges and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. Conchita Astrologo-Ito
LSU – Villaba Campus
OVPAA
OVPAF
OVPDEA
ODREx
OUS
ODCI
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File