



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

Office of the President

15 March 2004

MEMORANDUM NO. 71

Series of 2004

T O: Dr. Jose M. Alkuino, Jr.

R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Tacloban, you are hereby designated Officer-in-Charge of the Leyte State University on March 16, 2004 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:

Personnel

Accounting

Cash

COA

ODF

Budget

Records

File

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