



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

21 January 2002

MEMORANDUM NO. 6
SERIES OF 2002

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

R E: Designation as VP for Administration & Finance

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Vice President for Administration & Finance effective February 1, 2002 until December 31, 2002 or unless sooner terminated or revoked by higher authorities.

As Vice President, 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: OVPA
OVPAF
OVPRE
OBS
OAA
ODCIMD
HRMDO
DOE
Accounting
FMO/BUDGET
Cash
COA
Records
File