



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

6 February 2006

MEMORANDUM NO. 30

Series of 2006

T O: Mr. Jovenal Belarmino

R E: New Detail

In order to effect the reorganization and facilitate more efficient delivery of services, you are hereby deployed at the Office of the Vice President for Administration and Finance effective February 16, 2006. You shall be in-charge of controlling the dispatch/use of vehicles and monitoring gasoline consumption of each center/department/unit. Meanwhile, please facilitate the formal turn-over of your responsibilities at the General Services Office and coordinate with Dr. Jose Alkuino, Jr. for your new work assignment.

Please be guided accordingly.


PACIENCIA P. MILAN

President 

cc:

Engr. N. Israel - 

Dr. J. Alkuino, Jr. - 

GSO

HRMDO - 

Records

File