



LEYTE STATE UNIVERSITY

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Office of the President

27 July 2006

MEMORANDUM NO. 160
Series of 2006

T O: Dr. Merlita D. Veloso

**R E: Designation as Head, Department 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, you are hereby designated Head of the Department of Administration and Finance of the LSU – Villaba Campus effective January 1, 2006 until December 31, 2006 unless sooner terminated or revoked by higher authorities.

As Department 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
ODREx
OUS
ODCI
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File