



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

15 March 2002

MEMORANDUM NO: 85
Series of 2002

T O: Dr. Oscar B. Posas
Dr. Jose M. Alkuino, Jr.

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

In connection with my travel to Malaysia, you are hereby designated Officer-in-Charge of the Leyte State University on the following dates:

Dr. Oscar B. Posas	- March 18-19, 2002
Dr. Jose M. Alkuino, Jr.	- March 20-22, 2002 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
Budget/FMO
Records
File