

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A **Philippines** Telefax: 053-335-2601

Office of the President

11 June 2003

Series of 2003

T O:

Dr. Jose M. Alkuino, Jr.

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

In connection with my travel to Manila, you are hereby designated Officer-in-Charge of the Leyte State University on June 12, 2003 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 - 4 Accounting COA

ODF Budget Records