



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

3 January 2003

MEMORANDUM NO. 3
SERIES OF 2003

T O: Prof. Editha G. Cagasan *EC*

R E: Designation as OIC, Department of Development Communication

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Officer-in-Charge of the Department of Development Communication effective January 1, 2003 until April 30, 2003 or unless sooner terminated or revoked by higher authorities.

As OIC, 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
PACIENCIA P. MILAN
President *JP*

cc: OVPAA *1/7*
OVPAF *1/7/03*
OVPRE *1/7*
OUS *1/7*
OAA *1/7/03*
ODCIMD *1/7/03*
HRMDO *1/7/03*
DDC *1/7/03*
Accounting *1/7/03*
FMO/BUDGET *1/7/03*
Cash *1/7/03*
COA *1/7/03*
Records *1/7/03*
File

PROF. E. CAGASAN