



LEYTE STATE UNIVERSITY

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Office of the President

13 January 2003

MEMORANDUM NO. 15

Series of 2003

T O: Prof. Daniel M. Tudtud, Jr.
Engr. Preston E. Racho

1/20/03
1/20/03

R E: Transfer of Internet Café Management

In view of the transfer of the management of the Internet Café effective February 1, 2003 from Prof. Tudtud to Engr. Racho, you are hereby directed to do an inventory of all Internet equipment and facilitate their transfer to the new management.

Engr. Preston Racho is requested to prepare guidelines on the use of the facilities.

For your guidance and compliance.

A handwritten signature in purple ink, appearing to read "P. Milan", is written over the printed name of the President.

PACIENCIA P. MILAN
President

cc: Prof. M. L. Diputado 1/20/03
Dr. G. Galinato, Jr. 1/20/03
OVPA - 1/20/03
OVPAF - 1/20/03
HRMDO - 1/20/03
Accounting - 1/20/03
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