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Office of the President

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MEMORANDUM NO. 219

Series of 2004

T O: Mr. Gil Impas

R E: Transfer of Assignment

In view of the issuance of Administrative Order No. 103 by Pres. Gloria Macapagal-Arroyo which prohibits filling up of vacant positions, there is a need to maximize the utilization of existing personnel.

As noted, the volume of mimeographing work done by you is very minimal leaving you very much underloaded. Thus, it is very difficult to rationalize maintaining your position if no additional work assignment is given.

Thus, to rationalize the continued existence of your position, you are hereby assigned at the Office of the University Registrar. Your functions will include:

1. Operating the xerox machine at the Registrar's Office.
2. Continue operating the mimeographing machine serving all the mimeographing needs of the Administration Building. The equipment may be transferred to the Registrar's Office.
3. Other duties which may be assigned by the Registrar.

This memorandum shall take effect immediately.


PACIENCIA P. MILAN
President

cc: University Registrar
OVPAF
OVPAA
OUS
PPO
HRMDO

Records
File