



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

12 August 2002

MEMORANDUM NO. 184
Series of 2002

T O: Ms. Jeanette B. Israel *[Signature]*
R E: Designation as Head, Property Office

You are hereby designated Head of the Property Office effective immediately. As Head, you shall assume responsibility and accountability of all properties of the University. Henceforth, your name shall appear in the memorandum receipt issued to LSU staff in place of Mr. Dequito's name. Subsequently, Mr. Dominador Lauzon, Jr. shall take over your former function of signing in the MR to facilitate processing of vouchers.

Please be guided accordingly.

[Signature]
PACIENCIA P. MILAN
President *[Signature]*

cc: Mr. Dominador Lauzon, Jr. *[Signature]*

OVPAF *[Signature]*

OVPA *[Signature]*

OVPRE *[Signature]*

OUS *[Signature]*

ODA *[Signature]*

ODF *[Signature]*

PSO *[Signature]*

HRMDO *[Signature]*

Accounting *[Signature]*

COA *[Signature]*

Cash *[Signature]*

Records *[Signature]*

File