



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

29 August 2002

MEMORANDUM NO. 204

Series of 2002

T O: Mr. Carlos B. Valenzona

[Handwritten signature] 2/12/02

R E: New Assignment

Effective immediately, your assigned task is to maintain the cleanliness of the offices in the 2nd level of the new Administration Building (OP, Information, ICU/Planning, OUS and Alumni Office). Anent to this, you are directly under the supervision of Prof. Jesusito L. Lim who will give your specific work assignment/schedule. Likewise, he will sign your daily time record, application for leave and performance evaluation.

For compliance.

PACIENCIA P. MILAN

President

cc: Mr. J. B. Pascual
Ms. L. B. Cano

OVPAF

PPO

HRMDO

Records

File