



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

10 September 2002

MEMORANDUM NO: 201  
Series of 2002

**T O:** Dr. Jose M. Alkuino, Jr. - *9/12/02*  
**R E:** Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Australia, you are hereby designated Officer-in-Charge of the Leyte State University on September 16 – September 22, 2002.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

*P. Milan*  
**PACIENCIA P. MILAN**  
President *jp*

cc: Personnel *9/12/02*  
Accounting *9-12-02*  
Cash *9/12/02*  
COA *9/12*  
Budget/FMO *9/12*  
Records  
File