



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

5 September 2001

MEMORANDUM NO. 124
Series of 2001

T O: Dr. Florencio A. Saladaga — *[Signature]* 9-5-01
R E: Designation as Officer-in-Charge of DPBAB

Upon consultation with concerned offices, you are hereby designated Officer-in-Charge of the Department of Plant Breeding and Agricultural Botany (DPBAB) effective today, September 5, 2001 until such time that a new head shall have been recommended by the Search Committee or unless sooner terminated or revoked by appropriate authorities.

As OIC, you are authorized to discharge the functions of the Department Head in addition to your usual duties and responsibilities. You are also entitled to whatever privileges attached to the position subject to the availability of funds and to accounting and auditing procedures.

Please be guided accordingly.

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

Cc: OVPA *[initials]* 9-7
OVPA *[initials]*
ODI
OGS *[initials]*
OCS *[initials]* 9/7/01
DPBAB *[initials]* 9/7/01
HRMDO *[initials]*
Budget/FMO
Accounting *[initials]* 9/7/01
COA *[initials]* 9/7/01
OAA
Cash *[initials]* 9/7
Records *[initials]* 9/7/01
File *[initials]* 9/7/01