

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A Philippines

Office of the President

6 February 2002

MEMORANDUM NO. 44 SERIES OF 2002

T O: Dr. Gregorio J. Galinato, Jr.

R E: Designation as Head, Department of Agricultural Engineering

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Head, Department of Agricultural Engineering effective March 1, 2002 until December 31, 2002 or unless sooner terminated or revoked by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

President x

cc:

OVPAA OVPAF

OVPRE

OUS

OAA

ODCIMD

HRMDO

DAE

Accounting

FMO/BUDGET

Cash

COA

Records

File