



LEYTE STATE UNIVERSITY

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Office of the President

23 May 2003

MEMORANDUM NO. 108

Series of 2003

T O: Ms. Elvira B. Gorre *is for*

R E: Transfer of Work Assignment

In order to maximize manpower utilization, please be informed that effective June 1, 2003, you shall be re-assigned at the Institute of Tropical Ecology. The deployment is made to assist the Institute in finalizing all reports, manuscripts, and books for publication. Publication shall be your priority assignment. However, other tasks can be accepted upon the approval of the Office of the President.

Please effect a smooth transition between you and Ms. Antonieta Diaz-Israel of ITE and secure clearance from your respective offices.

For compliance.

[Signature]
PACIENCIA P. MILAN

President *jp*

cc: Mr. Daniel M. Tudtud, Jr. *is for*

Dr. Ma. Juliet C. Ceniza *[Signature]*

HRMDO *[Signature]*

Records

File