



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

5 January 2004

MEMORANDUM NO. 02

Series of 2004

T O: Dr. Edwin Balbarino

R E: Designation as OIC Director, Farm & Resource Management Institute

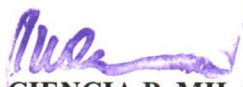
By virtue of the authority vested in me by the Leyte State University Board of Regents and as per recommendation of the Vice President for Research and Extension, you are hereby designated OIC Director, Farm & Resource Management Institute (FARMI) effective February 1, 2004 until December 31, 2004 or unless sooner terminated or revoked by higher authorities.

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

Your designation as Head, Department of Community Development Education shall be in effect until such time that a new Head shall have been designated.

It is hoped that appropriate turning over of responsibilities and accountabilities shall be made in both offices.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPAA
OVPAF
OVPRE
COE
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HRMDO
FARMI
Accounting
Budget
Cash
COA
Records
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