



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

7 October 2002

MEMORANDUM NO. 218
Series of 2002

T O: Dr. Celedonia de Asis Palaña - *gr: G. Palaña 10/09/02*
Ms. Gilda A. Cayanong, Cashier
Ms. Anacrita B. Sacris - *[Signature]*

R E: Realigning Actual Functions with the Position you are Occupying

During the team building workshop between officials of the LSU main campus with that of the Tolosa Campus, it was revealed that there are officials at the Tolosa Campus not actually performing the functions of their respective positions. Thus, a committee was sent to conduct the required personnel audit. The committee came out with its findings and recommendations.

In view of this, this office is issuing this memorandum to implement the recommendation of said committee hopefully to improve efficiency and effectiveness as follows:

1. For Ms. Gilda Cayanong to fully assume the cashiering function. She should relinquish her present assignment as designated bookkeeper in order to maintain check and balance.
2. For Dr. Palaña to stop performing disbursing functions. She needs enough time to provide direction of the College of Fisheries, hence, she should not busy herself with petty jobs such as disbursing functions.
3. For Ms. Anacrita Sacris will assist Ms. Cayanong in the preparation of financial reports and other functions at the Cashier's Office.

For implementation effective October 16, 2002.

Please be guided accordingly.

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

cc: Dr. Jose M. Alkuino, Jr.
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