



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

17 October 2005

MEMORANDUM NO. 263

Series of 2005

T O: Dr. Jose M. Alkuino, Jr.

R E: Designation as Officer-In-Charge, Leyte State University

In connection with my travel to Manila and Samar, you are hereby designated Officer-In-Charge of the Leyte State University from October 21, 2005 until my return.

As Officer-In-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.


PACIENCIA P. MILAN

President 

cc: OVPAF
OVPAA
OVPDEA
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File