



LEYTE STATE UNIVERSITY

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Office of the President

29 April 2004

MEMORANDUM NO. 116

Series of 2004

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Dr. Jose M. Alkuino, Jr. - Co Carines 4/29

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Designation as Officer-in-Charge, Leyte State University

In connection with my trip to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University in the afternoon of April 29, 2004 or 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 W

cc:

Personnel Accounting Cash

COA

Budget Records

File