



LEYTE STATE UNIVERSITY

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Office of the President

22 April 2004

MEMORANDUM NO. 113

Series of 2004

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

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

In connection with my official travel to Cebu City, you are hereby designated Officer-in-Charge of the Leyte State University in the afternoon of April 23, 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

cc:

Personnel

Accounting

Cash

COA

ODF

Budget

Records

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File