



LEYTE STATE UNIVERSITY

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Office of the President

27 March 2006

MEMORANDUM NO. 70

Series of 2006

T O: Ms. Anacorita B. Sacris
Mr. Nelson S. Trinchera
Ms. Felinita H. Daya

Francisco L. Gungor
3/29/06

R E: Additional Function

In line with our rationalization to improve efficiency of service and optimize use of our manpower, you are hereby assigned to perform the following in addition to your present functions:

- | | |
|----------------------------|--|
| 1. Ms. Anacorita B. Sacris | - to perform bookkeeping functions |
| 2. Mr. Nelson S. Trinchera | - to perform disbursing functions at the same time maintaining the electrical facilities of the school |
| 3. Ms. Felinita H. Daya | - to perform collecting functions |

This memorandum takes effect immediately.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. Roberta D. Lauzon

