



# LEYTE STATE UNIVERSITY

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*Office of the President*

10 January 2006

## MEMORANDUM NO. 9


Series of 2006

**T O: Ms. Velma P. Bontuyan**

**R E: New Detail**

In order to effect the reorganization and facilitate more efficient delivery of services, you are hereby deployed at the Internal Audit Service Office effective February 1, 2006. Meanwhile, please facilitate the formal turn-over of your responsibilities at the Budget Office and coordinate with Ms. Milagrosa Gamotin for your new work assignment.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Ms. N. Cala  
Ms. M. Gamotin