



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

28 November 2006

**MEMORANDUM NO.** 220

Series of 2006

**T O: Prof. Jesusito L. Lim**

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

In connection with my leave of absence, you are hereby designated Officer-in-Charge of the Leyte State University on November 30, 2006 or until my return or the return of Dr. Paciencia P. Milan.

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.

A handwritten signature in black ink, appearing to read "JOSE M. ALKUINO, JR.", is written over the printed name.

**JOSE M. ALKUINO, JR.**

Vice President for Administration & Finance  
and Officer-in-Charge

cc: OVPAF  
OVPA  
OVPDEA  
OUS  
ODREx  
ODCI  
Deans  
Directors  
Personnel  
Accounting  
Cash  
COA  
ODF  
ODA  
Budget  
Records