



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

14 August 2002

MEMORANDUM NO. 186
Series of 2002

T O: Prof. Daniel M. Tudtud, Jr.
University/Board Secretary
Leyte State University
Visca, Baybay, Leyte

R E: Designation as Officer-in-Charge of the LSU-Isabel Campus

By virtue of the powers vested in me by the LSU Board of Regents as President of the Leyte State University, you are hereby designated as Officer-in-Charge of the College of Agro-Industrial Technology, LSU-Isabel Campus, Isabel, Leyte in view of the ill health of Supt. Victor R. Ritaga which has constrained him from reporting to work since 15 July 2002. This appointment shall take effect immediately until 15 October 2002 or revoked by higher authority or until such time that Supt. Ritaga shall be able to report back for duty.

As Officer-in-Charge, you are hereby directed to discharge all the duties and functions of the office in addition to your other functions as University/Board Secretary. You will be entitled to the privileges attached to the position subject to pertinent policies.

Please be guided accordingly.

For immediate compliance.


PACIENCIA P. MILAN
President

cc: Ms. Myrna A. Rojas, Adm. Officer II
LSU-Isabel Campus

Ms. Luzviminda A. Tajos, College Secretary
LSU-Isabel Campus

OVPAF	OUS
OVPA	ODF
OVPRE	Accounting
ODCIMD	Cash
ODA	Records
HRMDO	File