



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

22 February 2002

MEMORANDUM NO. 12
SERIES OF 2002

T O: **Dr. Julie D. Tan**
R E: **Designation as Officer-in-Charge, PhilRootcrops**

You are hereby designated Officer-in-Charge of PhilRootcrops effective February 22, 2002 until terminated or revoked by this office.

As OIC, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

A handwritten signature in purple ink, appearing to read 'P. Milan', is written over the printed name.

PACIENCIA P. MILAN
President

cc: OVPAA
OVPAF
OVPRE
OUS
OAA
ODCIMD
HRMDO
PhilRootcrops
Accounting
FMO/BUDGET
Cash
COA
Records
File