



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

10 September 2002

MEMORANDUM NO. 207

Series of 2002

T O: Ms. Evelyn T. Bestil

R E: Additional Work Assignment

In view of the return of Ms. Clara P. Mercado to the Graduate School effective October 1, 2002, you are hereby directed to extend your services to the Culture and Arts Center in addition to your usual duties and responsibilities at the University Review Center. Moreover, you shall assume the duties and responsibilities of Ms. C. P. Mercado in CCE.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: Ms. E. T. Bestil
Ms. C. P. Mercado
Dr. E. S. Data, URC
Dr. E. A. Pilapil, CAC
CCE
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