



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

13 August 2002

MEMORANDUM NO. 190

Series of 2002

T O: Mrs. Lucena L. Poliquit

R E: Restructuring Cebu Liaison Office

Effective immediately, the Cebu Liaison Office is now considered as sub-office of the Procurement Service Office. Hence it is under the Office of the Finance Director, Mrs. Norma V. Cala with the direct supervision of Ms. Ma. Cristina U. Ramirez.

In this connection, please coordinate with Ms. Ma. Cristina U. Ramirez to formulate new and better strategies for an efficient and effective delivery of service to our clients.

For information and compliance.

PACIENCIA P. MILAN

President

cc: Ms. M. C. U. Ramirez

Ms. N. V. Cala

OVPAP

OUS

ODA

HRMDO

Acctg.

Cash

Records

File