

## LEYTE STATE UNIVERSITY

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## Office of the President

8 November 2006

MEMORANDUM NO. <u>209</u> Series of 2006

T O: SO Venerando B. Jose

R E: Designation as Officer-in-Charge of the LSU Security Force

In view of the travel of Col. Ricardo Colina wherein nobody can sign official documents at the Security Force such as Daily Time Records, recommendation for renewal of appointments and guard detail and attend to security problems referred to the unit for immediate action, you are hereby designated as Officer-in-Charge during his absence. Policy-related matters should still be referred to Col. Colina.

This designation shall take effect immediately until Col. Colina's return.

Please be guided accordingly.

PACIENCIA P. MILAN President

cc: OVPAF
OVPAA
OVPDEA
Security Office
HRMDO
ODA
OUS
Accounting
Records
File