

## LEYTE STATE UNIVERSITY

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Office of the President

15 December 2006

**MEMORANDUM NO. 236** 

Series of 2006

T O:

Mr. Carlito Silao

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Office Assignment

To improve efficiency and maximization of manpower, you are hereby reassigned to the SPMO effective January 12, 2007 until revoked or terminated by higher authorities. Please coordinate with the Head of SPMO regarding this assignment. In the meanwhile, please facilitate the smooth turn-over of responsibilities in the Library.

Please be guided accordingly.

PACIENCIA P. MILAN

President

cc:

Head, Library Head, SPMO OVPAF HRMDO OUS ODA/ODF Records File