



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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*Office of the President*

12 July 2003

## MEMORANDUM NO. 161

Series of 2003

**T O: Mr. Nevin Pacada**

**R E: Designation as Head of the LSU Cebu Office Including the Lodging House**

In view of the temporary assignment of Ms. Lucena L. Poliquit back to the main campus, you are hereby designated Head of the LSU Cebu Office including the Lodging House effective August 16, 2003 until revoked by this office. Coordinate with Dr. Lourdes B. Cano on this matter.

Please be guided accordingly.

**PACIENCIA P. MILAN**

President

cc: Dr. J. M. Alkuino, Jr. - cl 7/24  
Dr. L. B. Cano - for 7/24/03  
Ms. N. V. Cala - 7/24/03  
Ms. M.C. U. Ramirez - 7/24  
OUS - 7/24  
COA - 7/24  
HRMDO - 7/24  
Accounting - 7/24  
Cash - 7/24  
Records - 7/24  
File