



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

9 December 2002

MEMORANDUM NO. 298

Series of 2002


T O: Prof. Editha G. Cagasan

R E: Designation as Head, Multi-Media Development Center

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Head, Multi-Media Development Center effective January 1, 2003 until December 31, 2003 or unless sooner terminated or revoked by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc:

OVPA

OVPAE

OVPRE

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OAA

ODCIMD

DDC

HRMDO

Accounting

FMO/BUDGET

Cash

COA

Records

File