



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

20 April 2005

MEMORANDUM NO: 88

Series of 2005

T O: Dr. Jose M. Alkuino, Jr. — *dl 4/22*

R E: Designation as Officer-In-Charge, Leyte State University

In connection with my travel to Tacloban and Manila, you are hereby designated Officer-in-Charge of the Leyte State University on April 25 – 29, 2005 or until my return.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

Paciencia P. Milan
PACIENCIA P. MILAN
President *jp*

cc:

OVPAF — *✓*

OVPA — *✓ 4/22*

OVPRE

OUS

Deans

Directors

Personnel *✓ 4/22/05*

Accounting *✓ 4/22/05*

Cash *✓ 4/22/05*

COA *✓ 4/22/05*

ODF *✓ 4/22/05*

ODA *✓ 4/22/05*

Budget *✓ 4/22/05*

Records *✓ 4/22/05*

File *✓ 4/22/05*

cc: no = du 4/22/05

THK — E.P. 4-22-05

NARC

NCRC

CAI — 4/22/05

CG — Enkmo

FAIRMI

GA.

OVPRE

PETDO

REPO

CAS

PCC

— 4/22

— 4/22/05

— 4/22/05