



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

8 October 2003

**MEMORANDUM NO. 225**

Series of 2003

**T O: Dr. Beatriz S. Belonias**

**R E: Designation as Officer-In-Charge, Department of Biological Sciences**

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Officer-in-Charge, Department of Biological Sciences effective November 1, 2003 until October 31, 2004 or unless sooner terminated or revoked by higher authorities.

As OIC, 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  
OVPAF  
OVPRE  
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HRMDO  
DBS  
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FMO/BUDGET  
Cash  
COA  
Records  
File