



# LEYTE STATE UNIVERSITY

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*Office of the President*

22 November 2006

## MEMORANDUM NO. 216

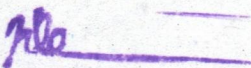
Series of 2006

**T O: Dr. Lourdes B. Cano**

**R E: Designation as Officer-in-Charge, Office of the VP for Administration and Finance**

In connection with the travel of Dr. Jose M. Alkuino, Jr. to Cebu, you are hereby designated Officer-in-Charge of the Office of the Vice President for Administration and Finance effective November 22 – 23, 2006 or until the return of Dr. Alkuino.

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

  
PACIENCIA P. MILAN  
President *cc 11/22/06*

cc: OVPAA  
OVPAF  
OVPDEA  
OUS  
Personnel  
Accounting  
Cash  
COA  
ODF  
ODA  
Budget  
Records  
File