



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

1 February 2002

MEMORANDUM NO. 26

Series of 2002

T O: Mrs. Milagrosa L. Gamotin

R E: Designation as Head, Internal Control Unit

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Head, Internal Control Unit effective February 1, 2002 until December 31, 2002 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 *pm*

cc: OVPAA
OVPAF
OVPRE
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OAA
ODCIMO
HRMDO
ICU
Accounting
FMO/BUDGET
Cash
COA
Records
File