



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

9 December 2002

**MEMORANDUM NO. 320**  
**SERIES OF 2002**

**T O: Prof. Lucy B. Paloma**

**R E: Designation as Head, Department of Business Management**

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Head, Department of Business Management effective January 1, 2003 until December 31, 2004 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: OVPAA - 12/12/03  
OVPAF - 11/02/03  
OVPRE - 11/11/03  
OUS - 11/11/03  
OAA - 11/11/03  
ODCIMO - 11/11/03  
HRMDO - 11/11/03  
DBM - 11/11/03  
Accounting - 11/11/03  
FMO/BUDGET - 11/11/03  
Cash - 11/11/03  
COA  
Records  
File

PROF. L. PALOMA