



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

25 November 2002

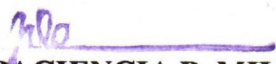
**MEMORANDUM NO. 275**  
Series of 2002

**T O: Dr. Jose M. Alkuino, Jr.**

**R E: Designation as Officer-in-Charge of Leyte State University**

In connection with my travel to Cebu City and Manila, you are hereby designated Officer-in-Charge of the Leyte State University on November 26 - 28, 2002 until my return or the return of Pres. Paciencia P. Milan.

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**  
President 11/28/02 ✓

cc: Personnel  
Accounting  
Cash  
COA  
Budget/FMO  
Records  
File