



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

7 May 2002

MEMORANDUM NO. 116

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 official travel to Cebu City & Catbalogan, Samar, you are hereby designated Officer-in-Charge of the Leyte State University on May 8-10, 2002 or until my return.

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

cc:

Personnel

Accounting

Cash

COA

Budget/FMO

Records

File

Handwritten notes and signatures:
4/10
5/10/02
5/10
5/10/02