



# LEYTE STATE UNIVERSITY

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*Office of the President*

22 March 2005

**MEMORANDUM NO. 75**

Series of 2005

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

**R E: Designation as Officer-In-Charge, Leyte State University**

In connection with my travel to attend the Commencement Exercises of LSU Tolosa and Alangalang Campuses, you are hereby designated Officer-In-Charge of the Leyte State University on March 28, 2005 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.

A handwritten signature in purple ink, appearing to read "P. Milan", is written over the printed name.

**PACIENCIA P. MILAN**

President

cc: OVPAA  
OVPAF  
OVPRE  
Deans  
Directors  
OUS  
Personnel  
Accounting  
Cash  
COA  
ODF  
Budget  
Records  
File