



# LEYTE STATE UNIVERSITY

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*Office of the President*

15 December 2006

**MEMORANDUM NO. 234**

Series of 2006

**T O: Mr. Jose Saulan**

**R E: Office Assignment**

To improve efficiency and maximization of manpower, you are hereby reassigned to the Library effective January 12, 2007 until revoked or terminated by higher authorities. Please coordinate with the Head, Library regarding this assignment. In the meanwhile, please facilitate the smooth turn-over of responsibilities in SPMO.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Head, Library  
Head, SPMO  
OVPAF  
HRMDO  
OUS  
ODA/ODF  
Records  
File