



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

11 February 2002

## MEMORANDUM NO. 63

Series of 2002

**T O: Ms. Ma. Christina U. Ramirez**  
**R E: Official Assignment at the Supply Office**

In view of your new appointment as Administrative Officer II, please be informed that your official assignment is now with the Supply Office to head the Procurement Section of that office under Mr. Edgardo L. Dequito.

This memorandum shall take effect immediately.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President 

cc: Mr. E. L. Dequito  
OVPAF  
OAA  
HRMDO  
Accounting Div.  
Records  
File  
PhilRootcrops