



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

*Office of the President*

4 February 2003

**MEMORANDUM NO. 24**



Series of 2003

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

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

In connection with my travel to Manila and Muñoz. Nueva Ecija, you are hereby designated Officer-in-Charge of the Leyte State University on February 12 – 15, 2003 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