



LEYTE STATE UNIVERSITY

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Office of the President

27 October 2005

MEMORANDUM NO: 275

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 Manila, you are hereby designated Officer-In-Charge of the Leyte State University on November 14 - 17, 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.

PACIENCIA P. MILAN

President 

cc: OVPAF
OVPA
OVPDEA
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File