



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

23 August 2002

MEMORANDUM NO. 194
Series of 2002

T O: Mr. Wilson Paterno C. Po. Jr. ~



R E: Transfer of Work Assignment

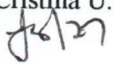
In connection with the new organizational structure and maximizing manpower utilization, you are hereby transferred from Procurement Service Office to Records Office to assist the Records Officer IV in the maintenance, disposition and security of government personnel records.

Please consult the Head of Office for your actual duties and responsibilities.

This transfer has to take effect upon receipt of this order and upon clearance from your previous office.

For information and compliance.


PACIENCIA P. MILAN
President 

cc: Mr. Simeon P. Sedrome
Ms. Ma. Cristina U. Ramirez ~
HRMDO 
Records
File