



# LEYTE STATE UNIVERSITY

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*Office of the President*

26 January 2006

## MEMORANDUM NO. 25

Series of 2006

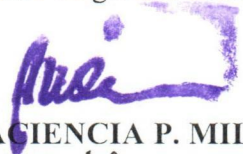
**T O: Ms. Editha F. Dargantes**  
**Administrative Aide III, ESDMU**

**R E: Transfer of Assignment**

In view of the abolition of ESDMU and the merging of former functions with the General Services Office, you shall be assigned in an office which is in need of additional clerk.

Effective February 1, 2006, you are hereby assigned to the HRMDO. You are therefore directed to immediately prepare all papers/documents/facilities of the ESDMU and turn over the same to the General Services Office.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President 

cc: General Services Office  
HRMDO  
OVPAF  
Records  
**File**