



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

26 January 2004

MEMORANDUM NO. 40
Series of 2004

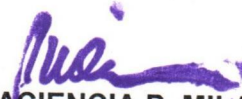
T O: Ms. Ma. Cristina U. Ramirez

R E: Designation as Head, Procurement Office

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the Director of Finance, your designation as Head of the Procurement Service Office is hereby renewed effective January 1, 2004 until December 31, 2004 or unless sooner revoked or terminated by higher authorities.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPAF
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LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

January 23, 2004

DR. PACIENCIA P. MILAN

President
Leyte State University
Visca, Baybay, Leyte

Dear Dr. Milan:

I wish to recommend ^{for} the reappointment of Ms. MA. CRISTINA U. RAMIREZ, Administrative Officer II, as Head of the Procurement Service Office effective January 1, 2004 until December 31, 2004. She is authorized to discharge the functions of the Head of the office in addition to her duties and responsibilities as designated by the University President. I would like to recommend further that she be given the privilege attached to the position.

Hoping for your favorable action on this recommendation. Thank you.

Very truly yours,

A handwritten signature in purple ink, appearing to read "Norma V. Cala".

NORMA V. CALA
FMO-Director, Finance

APPROVED A handwritten signature in purple ink, appearing to read "Paciencia P. Milan".
PACIENCIA P. MILAN
PRESIDENT