



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

10 September 2002

## MEMORANDUM NO. 206

Series of 2002

**T O: Ms. Clara P. Mercado**

**R E: Work Assignment**

In view of the exigency for your services, you are directed to return to the Graduate School effective October 1, 2002. However, your services may still be requested at the Center for Continuing Education in connection with the needs of the University Review Center and Culture and Arts Center.

I hope you will extend your usual cooperation in the smooth turn over of your duties and responsibilities at the Center for Continuing Education to Ms. Evelyn Bestil.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**  
President 

cc: Ms. E.. T. Bestil  
Dr. E. S. Data, URC  
Dr. E. A. Pilapil, CAC  
Dr. L. T. Villacarlos, OGS  
CCE  
HRMDO  
ODF  
Records  
Accounting  
Cash  
  
File