



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

12 March 2003

## MEMORANDUM NO. 52

Series of 2003

**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, your designation as Head of the Procurement Office is hereby renewed effective immediately until December 31, 2003 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  
OUS  
ODA  
ODF  
COA  
HRMDO  
Accounting  
Cash  
Records  
File