



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

14 January 2003

MEMORANDUM NO. 12

Series of 2003

T O: Ms. Vilma C. Olleras

R E: New Assignment

In line with management's effort to maximize the utilization and tap the expertise of its manpower resources, you are hereby directed to report effective February 1, 2003 to the LSU Bakery. One of your main responsibilities is to keep the books of accounts and prepare financial reports of the LSU Bakery. Please see Dr. Lutgarda S. Palomar for your other work assignment.

For compliance.


PACIENCIA P. MILAN
President 

cc: Dr. Lutgarda S. Palomar
Dr. Nelen P. Lambert
OVPAF
Accounting
COA
HRMDO
Guest House
LSU Bakery
Records
File