



LEYTE STATE UNIVERSITY

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Office of the President

22 May 2005

MEMORANDUM NO: 110

Series of 2005

T O: Dr. Jose M. Alkuino, Jr.

R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Palawan, you are hereby designated Officer-in-Charge of the Leyte State University on May 24- 26, 2005.

As Officer-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

PACIENCIA P. MILAN

President

cc: OVPAF 5/23/05
OVPA A 5/23/05
OVPRE
OUS 5/23/05
Deans
Directors
Personnel 5/23/05
Accounting 5/23/05
Cash 5/23/05
COA
ODF
ODA
Budget
Records
File

OCIM-SARA # MINAN DA

CEI - 5/23/05
COE - 5/23/05

OAM - 5/23/05
PACIFICOR - 5/23/05
CAS - 5/23/05
NARC - 5/23/05

OVPRE
REPO
REPO
5/24/05