

OP file



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

13 November 2002

**MEMORANDUM NO. 240**

Series of 2002




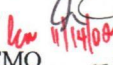


**T O: Dr. Jose M. Alkuino, Jr.**

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

In connection with my travel to Manila, you are hereby designated Officer-in-Charge of the Leyte State University on November 14 – 15, 2002 or until my return.

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: Personnel - 11/14/02 
- Accounting -  11/14/02
- Cash -  11/14/02
- COA -  11/14/02
- Budget/FMO -  11/14/02
- Records -  11/14/02
- File - 