



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

9 December 2002

MEMORANDUM NO. 316  
SERIES OF 2002

T O: Dr. Gregorio J. Galinato, Jr. - *Ad. 1/03*

R E: Designation as Head, Department of Agricultural Engineering

By virtue of the authority vested in me by the Leyte State University Board of Regents, you are hereby designated Head, Department of Agricultural Engineering effective January 1, 2003 until December 31, 2004 or unless sooner terminated or revoked 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.

*[Signature]*  
**PACIENCIA P. MILAN**  
President *pp*

cc:

OVPAA - *82.12*  
OVPAF - *1/2/03*  
OVPRE - *my*  
OUS - *1/2/03*  
OAA - *1/2/03*  
ODCIMO - *1/2/03*  
HRMDO - *1/2/03*  
DAE - *1/2/03*  
Accounting - *1/2/03*  
FMO/BUDGET - *1/2/03*  
Cash - *1/2/03*  
COA  
Records  
File

*DR. G. GALINATO*