

of file



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Office of the President

22 August 2005

MEMORANDUM NO: 161

Series of 2005

T O: Dr. Manuel K. Palomar

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

In connection with my travel to Manila, you are hereby designated Officer-In-Charge of the Leyte State University on August 24 – 28, 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 - *8/24/05*

OVPA - *8/24/05*

OVPRE - *8/24/05*

OUS - *8/24/05*

Deans - *8/24/05*

Directors - *8/24/05*

Personnel - *8/24/05*

Accounting - *8/24/05*

Cash - *8/24/05*

COA - *8/24/05*

ODP - *8/24/05*

ODA - *8/24/05*

Budget - *8/24/05*

Records - *8/24/05*

File

admo - 8/24/05

OGS

AP

DRRC

NRRC

Phil. Int. Corp.

8/24/05