



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

21 April 2003

**MEMORANDUM NO. 70**

Series of 2003

**T O: Dr. Manuel K. Palomar**

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

In connection with my travel to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on April 22, 2003 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 duties and responsibilities.

  
**PACIENCIA P. MILAN**  
President

cc:

Personnel

Accounting

Cash

COA

ODF

Budget

Records

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File

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