

OP file



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines  
Telefax: 053-3352601

*Office of the President*

17 June 2003

**MEMORANDUM NO. 130**


Series of 2003

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

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

In connection with my trip to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on June 18, 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 official duties and responsibilities.

  
**PACIENCIA P. MILAN**  
President

cc: Personnel *6/19*  
Accounting *6/19*  
Cash *6/19*  
COA *6/19*  
OUS *6/19*  
ODF *6/19*  
Budget *6/19*  
Records *6/19*  
File