



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

3 January 2003

## MEMORANDUM NO. 1

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 Manila, you are hereby designated Officer-in-Charge of the Leyte State University on January 6, 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

Accounting

Cash

COA

ODF

Budget

Records

File