



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

15 October 2001

MEMORANDUM NO: 139
Series of 2001

T O: Dr. Manuel K. Palomar — 10/16/01
R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Dumaguete, you are hereby designated Officer-in-Charge of the Leyte State University on October 17-18, 2001 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 *PM*

cc: Personnel - 10/16/01
Accounting - 10/16/01
Cash - 10/16/01
COA - 10/16/01
Budget/FMO - 10/16/01
Records
File