



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

12 November 2001

**MEMORANDUM NO:** 157  
Series of 2001

**T O: Dr. Manuel K. Palomar** - *ml 11/14*

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

In connection with my travel to Germany, you are hereby designated Officer-in-Charge of the Leyte State University on November 19 – 23, 2001.

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*  
**PACIENCIA P. MILAN**  
President

cc: Personnel - *11/14/01*  
Accounting - *11/14/01*  
Cash - *11/14*  
COA - *11/14/01*  
Budget/FMO - *11/14/01*  
Records  
File