



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

4 January 2002

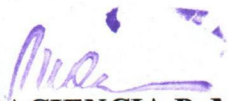
MEMORANDUM NO. 01

Series of 2002

T O: **Dr. Manuel K. Palomar** *Connel 1-4-02*
R E: **Designation as Officer-in-Charge, Leyte State University**

In connection with my travel to Chiang Mai, Thailand, you are hereby designated Officer-in-Charge of the Leyte State University on January 7-14, 2002 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 *JP*

cc: Personnel *ch 1/4*
Accounting *- P 1/4/02*
Cash *- M 1/4/02*
COA *W 1/4/02*
Budget/FMO *1/4/02*
Records *1/4/02*
File *1/4/02*