

OP file



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Office of the President

25 January 2006

MEMORANDUM NO: 24

Series of 2006

T O: Dr. Jose L. Bacusmo *[Signature]*
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 31 to February 1, 2006 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.

[Signature]
PACIENCIA P. MILAN

President *[Signature]*

cc:

OVPAF *[Signature]*
OVPA *[Signature]*
OVPDEA *[Signature]*
OUS *[Signature]*
Deans
Directors
Personnel *[Signature]*
Accounting
Cash *[Signature]*
COA
ODF
ODA
Budget *[Signature]*
Records
File