



# LEYTE STATE UNIVERSITY

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*Office of the President*

9 November 2004

## **MEMORANDUM NO. 258**


Series of 2004

**T O: Dr. Jose M. Alkuino, Jr.**

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

In connection with my travel to Candahug, Palo, you are hereby designated Officer-in-Charge of the Leyte State University on November 10, 2004 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.

  
**MANUEL K. PALOMAR**  
Vice President for Academic Affairs  
& Officer-in-Charge

cc:

Personnel - 11/10/04  
Accounting - 11/19/04  
Cash - 11/19/04  
COA - 11/19/04  
ODF - 11/19/04  
OUS - 11/19/04  
Budget - 11/19/04  
Records - 11/19/04  
File