



LEYTE STATE UNIVERSITY

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Office of the President

19 October 2004

MEMORANDUM NO. 239

Series of 2004

T O: Dr. Manuel K. Palomar

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

In connection with my travel to LSU-Tolosa and Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on October 21, 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.


PACIENCIA P. MILAN
President

cc: Personnel
Accounting
Cash
COA
ODF
Budget
Records
File