



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

9 January 2003

MEMORANDUM NO. 08-A

Series of 2003

T O: Dr. Manuel K. Palomar

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

In connection with my official travel to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on January 10, 2003 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 - 1/10/03  
Accounting - 1/11/03  
Cash - 1/11/03  
COA - 1/14/03  
Budget/FMO - 1/10/03  
Records  
File