



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

19 July 2002

MEMORANDUM NO. 171
Series of 2002

T O: Dr. Manuel K. Palomar

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

In connection with my official travel to Davao City, you are hereby designated Officer-in-Charge of the Leyte State University on July 22 – 25, 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

cc:

Personnel - *MS 7/22/02*
Accounting - *MS 7/22/02*
Cash - *MS 7/22/02*
COA - *MS 7/22/02*
Budget/FMO - *MS 7/23*
Records
File