



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

Office of the President

14 June 2004

MEMORANDUM NO. 168

Series of 2004

T O: Dr. Manuel K. Palomar - *c/o during 6/15*
R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Cebu, you are hereby designated Officer-in-Charge of the Leyte State University on June 15, 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 *JP*

cc:

Personnel - *6/15*

Accounting - *6/16/04*

Cash - *6/16/04*

COA

ODF

Budget - *6/16*

Records

File