



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

6 November 2003

MEMORANDUM NO. 242



Series of 2003

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

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

In connection with my travel to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on November 7, 2003 or until my return or the return of Pres. Paciencia P. Milan.

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
and Officer-in-Charge 

cc: Personnel
Accounting
Cash
COA
ODF
Budget
Records
File