



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

8 April 2002

MEMORANDUM NO. 97

Series of 2002

T O: Dr. Manuel K. Palomar *connel 4-10*

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

In connection with my official travel to Cebu City, you are hereby designated Officer-in-Charge of the Leyte State University on **April 10-12, 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.

[Signature]
PACIENCIA P. MILAN

President *[Signature]*

cc: Personnel *[Signature]*
Accounting *[Signature]*
Cash *[Signature]*
COA *[Signature]*
Budget/FMO *[Signature]*
Records *[Signature]*
File *[Signature]*