



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

7 October 2002

MEMORANDUM NO. 218-A

Series of 2002

T O: Dr. Manuel K. Palomar

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

In connection with my official travel to Sogod, Southern Leyte to attend the RRDCC Meeting, you are hereby designated Officer-in-Charge of the Leyte State University on October 8, 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

Accounting

Cash

COA

Budget/FMO

Records

File

Handwritten notes and signatures:
10/8
10/8/02
10/10/02
10/8