



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

2 December 2003

MEMORANDUM NO. 258


Series of 2003

T O: Dr. Oscar B. Posas

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

In connection with my travel to LSU – Tolosa Campus, you are hereby designated Officer-in-Charge of the Leyte State University on December 4, 2003 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.


MANUEL K. PALOMAR
Vice President for Academic Affairs
and Officer-in-Charge

cc: Personnel
Accounting
Cash
COA
ODF
OUS
Budget
Records
File