



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

16 May 2007

MEMORANDUM NO: 69

Series of 2007

T O: Dr. Manuel K. Palomar

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

In connection with my travel to Tacloban, you are hereby designated Officer-In-Charge of the Leyte State University in the afternoon of May 16 until May 17, 2007 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: OVPAA
OVPAF
OVPDEA
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File