



LEYTE STATE UNIVERSITY

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Office of the President

28 December 2004

MEMORANDUM NO. 339

Series of 2004

T O: Mrs. Norma V. Cala

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

In connection with my travel to Manila, you are hereby designated Officer-in-Charge of the Leyte State University on December 29, 2004 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.

A handwritten signature in purple ink, appearing to read "P. Milan", is written over a horizontal line.

PACIENCIA P. MILAN

President

cc: Personnel
Accounting
Cash
COA
ODF
OUS
Budget
Records
File