



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

Office of the President

22 May 2005

## MEMORANDUM NO: 111

Series of 2005

**T O: Dr. Manuel K. Palomar** *-05/23*  
**R E: Designation as Officer-in-Charge, Leyte State University**

In connection with my travel to Palawan and Manila, you are hereby designated Officer-in-Charge of the Leyte State University on May 27 to 31, 2005 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: OVPAP *05/23*  
OVPAAP *-05/23*  
OVPRE  
OUS *-05/23*  
Deans  
Directors  
Personnel  
Accounting *-05/23/05*  
Cash *-05/23/05*  
COA  
ODF  
ODA *-05/23/05*  
Budget  
Records  
File *SARAH M. MANDRA*

*[Handwritten notes and signatures]*  
OA *[Signature]*  
OVM *[Signature]*  
PHILIPPINE CROSS *[Signature]*  
CAS *[Signature]*  
NARC *5/24/05*  
OVPRE  
REPO  
RETD0  
*05/24/05*

*[Handwritten notes and signatures]*  
OEA *- 05/23/05*  
OEB *[Signature]*  
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