



LEYTE STATE UNIVERSITY

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Office of the President

4 November 2004

MEMORANDUM NO. 251

Series of 2004

T O: **Dr. Manuel K. Palomar**

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

In connection with my travel to Tacloban City, Los Baños and Subic, you are hereby designated Officer-in-Charge of the Leyte State University on November 8-12, 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.


PACIENCIA P. MILAN

President 

cc:

Personnel - 11/8/04

Accounting - 11/8/04

Cash - 11/8/04

COA - 11/8/04

ODF - 11/8/04

Budget - 11/8/04

Records - 11/8/04

File

OUS - 11/8/04