



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

6 September 2005

MEMORANDUM NO. 231


Series of 2005

T O: Dr. Manuel K. Palomar

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

In connection with my trip to Tacloban City to attend the LSU BOR Meeting, you are hereby designated Officer-In-Charge of the Leyte State University on September 7, 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.


PACIENCIA P. MILAN
President

cc: OVPAF
OVPA
OVPDEA
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File