

or file



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines  
Telefax: 053-3352601

*Office of the President*

26 March 2003


**MEMORANDUM NO. 62**  
Series of 2003

**T O:** Dr. Jose M. Alkuino, Jr. - 2/26

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

In connection with my official trip to Villaba, to attend the Commencement Exercises of LSU – Villaba Campus, you are hereby designated Officer-in-Charge of the Leyte State University on March 26, 2003 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.

  
**MANUEL K. PALOMAR**  
Officer-in-Charge & VP for Academic Affairs

cc: Personnel - 2/26/03  
Accounting - 2/26/03  
Cash  
OUS - 2/26/03  
COA - 2/26/03  
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