



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

19 May 2003

**MEMORANDUM NO: 103**

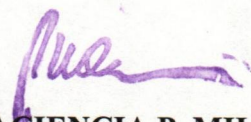
Series of 2003

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

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

In connection with my official travel to Tacloban City you are hereby designated Officer-in-Charge of the Leyte State University on May 20, 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.

  
**PACIENCIA P. MILAN**  
President

cc: Personnel -  
Accounting -  
Cash -  
COA -  
Budget/FMO -  
Records -  
File

*Handwritten notes:*  
5/20/03  
5/20/03  
5/20/03