



LEYTE STATE UNIVERSITY

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Office of the President

12 September 2005

MEMORANDUM NO. 238

Series of 2005

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

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

In connection with my travel to Indonesia, you are hereby designated Officer-in-Charge of the Leyte State University on September 17-21, 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: OVPAA
OVPAF
OVPDEA
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Directors
OUS
Personnel
Accounting
Cash
COA
ODF
Budget
Records
File