



LEYTE STATE UNIVERSITY

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Office of the President

21 March 2005

MEMORANDUM NO. 70

Series of 2005

T O: Dr. Manuel K. Palomar - *3/22/05*

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

In connection with my travel to Villaba, Leyte, you are hereby designated Officer-In-Charge of the Leyte State University on March 22, 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 *pf*

cc:

OVPAA - *3/22/05*

OVPAF - *3-22-05*

OVPRE

Deans

Directors

OUS

Personnel - *3/22/05*

Accounting - *3/22/05*

Cash - *3/22/05*

COA

ODF - *3/22/05*

Budget

Records

File

THIL KOT CROS

PSA

BOCIMO

3/22/05