



LEYTE STATE UNIVERSITY

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Office of the President

8 July 2006

MEMORANDUM NO. 117

Series of 2006

T O: Dr. Manuel K. Palomar

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

In connection with my travel to Borongan and Guiuan, Samar, you are hereby designated Officer-In-Charge of the Leyte State University on July 10, 2006 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
OUS
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File