



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

20 August 2002


**MEMORANDUM NO. 191**  
Series of 2002

T O: **Dr. Manuel K. Palomar** - 8/21/02

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

In connection with my official travel to Cebu and Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on August 21-22, 2002 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

8/21/02  
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