



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

10 September 2002

MEMORANDUM NO: 202

Series of 2002

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

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

In connection with my travel to Australia, you are hereby designated Officer-in-Charge of the Leyte State University on September 23 – September 30, 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
PACIENCIA P. MILAN

President *Paciencia P. Milan*

cc: Personnel *9/12/02*
Accounting *9/12/02*
Cash - *9/12/02*
COA *9/12/02*
Budget/FMO *9/12/02*
Records
File *9/12/02*