



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

13 November 2002

**MEMORANDUM NO:** 243  
Series of 2002

**T O: Prof. Jesusito L. Lim**

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

In connection with my travel to Germany, you are hereby designated Officer-in-Charge of the Leyte State University on November 18 – 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

