



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President


17 August 2001

MEMORANDUM NO: 113
Series of 2001

T O: Dr. Manuel K. Palomar *aka 8-20-01*
R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Manila and Nueva Vizcaya you are hereby designated Officer-in-Charge of the Leyte State University on August 20-22, 2001 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 *aka*

cc: Personnel - *8/20/01*
Accounting - *8/20/01*
Cash - *8/20/01*
COA - *8/20/01*
Budget/FMQ - *8/20/01*
Records - *8/20/01*
File