



# LEYTE STATE UNIVERSITY

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*Office of the President*

8 December 2004

MEMORANDUM NO. <sup>291</sup>  
Series of 2004

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

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

In connection with my travel to Manila to attend the National Workshop on Taxonomic Needs and Capacity Assessment in the Philippines and Board meeting of the Environmental Education Network of the Philippines, Inc. (EENP), you are hereby designated Officer-in-Charge of the Leyte State University on December 9 - 10, 2004 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.

  
**PACHENCIA P. MILAN**  
President

cc: Personnel  
Accounting  
Cash  
COA  
OUS  
ODF  
Budget  
Records  
File