

OP file



# LEYTE STATE UNIVERSITY

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*Office of the President*

19 November 2004

## **MEMORANDUM NO. 261**

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 and Sogod, So, Leyte to attend the budget hearing and the 2<sup>nd</sup> Region 8 GIS Conference, you are hereby designated Officer-in-Charge of the Leyte State University on November 22 – 24, 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.

  
**PACIENCIA P. MILAN**  
President

cc:

Personnel

Accounting

Cash

COA

OUS

ODF

Budget

Records

File

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