



LEYTE STATE UNIVERSITY

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Office of the President

27 August 2004

MEMORANDUM NO. 208

Series of 2004

T O: Dr. Manuel K. Palomar — *pr 08/30*

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

In connection with my travel to Los Baños, you are hereby designated Officer-in-Charge of the Leyte State University on September 2 - 3, 2004.

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 *JH 8/30/04*
Accounting *8/30/04*
Cash *8/30/04*
COA *8/30/04*
ODF *8/30/04*
Budget *8/30/04*
Records *8/30/04*
File
CUS - 8/30