



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

17 September 2001

MEMORANDUM NO: 132  
Series of 2001

T O: Dr. Manuel K. Palomar — *9/24*  
R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Germany and the U.S.A., you are hereby designated Officer-in-Charge of the Leyte State University on September 24 – 26, 2001.

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*  
PACIENCIA P. MILAN  
President *if*

cc: Personnel — *9/24/01*  
Accounting — *9/24/01*  
Cash *9/24/01*  
COA *9/24/01*  
Budget/FMO *9/24/01*  
Records  
File