



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

19 February 2002

MEMORANDUM NO: 70
Series of 2002

T O: Dr. Manuel K. Palomar — 2/20
R E: Designation as Officer-in-Charge, Leyte State University

In connection with my travel to Cebu, you are hereby designated Officer-in-Charge of the Leyte State University on February 20, 2002 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 — 2/20/02 mng
Accounting — 2/20/02
Cash — 2/20/02
COA — 2/20/02
Budget/FMO — 2/20/02
Records — 2/20/02
File