



# LEYTE STATE UNIVERSITY

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*Office of the President*

13 January 2005

**MEMORANDUM NO. 10**

Series of 2005

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

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

In connection with my travel to Germany, you are hereby designated Officer-in-Charge of the Leyte State University on January 17 - 23, 2005 and January 31 – February 4, 2005 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  
ODF  
OUS  
Budget  
Records  
File