



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

6 March 2004

MEMORANDUM NO. 65
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 Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on March 8, 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 - *MS 3/8*
Accounting - *Res 3/8/04*
Cash - *3/8/04*
COA - *3/8/04*
ODF - *3/8/04*
OUS - *3/8/04*
Budget
Records
File