



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines
Telefax: 053-3352601

Office of the President

4 June 2003

MEMORANDUM NO. 117

Series of 2003

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 June 6, 2003 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