



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

22 December 2003

## MEMORANDUM NO. 279

Series of 2003

**T O: Dr. Misael T. Diputado, Jr.**

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

In connection with my official travel to Tacloban City, you are hereby designated Officer-in-Charge of the Leyte State University on December 23, 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.

  
**JOSE M. ALKUINO, JR.**

Vice President for Administration & Finance  
and Officer-in-Charge

cc: Personnel  
Accounting  
Cash  
COA  
OUS  
ODF  
Budget  
Records  
File