



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

26 August 2002

MEMORANDUM NO. 196  
Series of 2002

T O: **Dr. Manuel K. Palomar** *Manuel K. Palomar*  
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 August 27, 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*  
**PACIENCIA P. MILAN**  
President *P*

cc:

Personnel - *8/27/02*  
Accounting - *8/27/02*  
Cash  
COA - *8/27/02*  
Budget/FMO - *8/27/02*  
Records - *8/27/02*  
File *8/27/02*