



LEYTE STATE UNIVERSITY

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Office of the President

9 December 2005

MEMORANDUM NO: 289

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 Malaysia, you are hereby designated Officer-In-Charge, of the Leyte State University on December 14 – 15, 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: OVPAF - 12/13
OVPA - 12/13
OVPDEA - 12/12/05
OUS -
Deans
Directors
Personnel - 12/13/05
Accounting - 12/13/05
Cash - 12/13/05
COA
ODF - 12/13/05
ODA - 12/13/05
Budget - 12/13/05
Records
File

OAS - 12/13
DET - 12/13
Vice
Vene
TAMMI
CA

ODMEX - 12/13/05

Dec 13 05