



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

*Office of the President*

10 June 2004

**MEMORANDUM NO. 164**

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 Villaba, you are hereby designated Officer-in-Charge of the Leyte State University on June 11, 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

Accounting

Cash

COA

ODF

Budget

Records

File

*Handwritten notes and signatures:*  
- 4/11/04  
- 6/11/04  
- 6/11/04  
- 6/11/04  
- 6/11/04  
- 6/11/04