



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

30 August 2001

MEMORANDUM NO. 118

Series of 2001

T O: **Dr. Rodolfo G. Escalada** - *NR 8/30*

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

In connection with my travel to Biliran and Palompon, you are hereby designated Officer-in-Charge of the Leyte State University effective this afternoon, August 30 - 31, 2001 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

cc: Personnel *- 8/30/01*
Accounting *- 8/30/01*
Cash *- 8/30/01*
COA *- 8/30/01*
Budget/FMO *- 8/30/01*
Records *- 8/30/01*
File *- 8/30/01*