



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

11 October 2004

## MEMORANDUM NO. 235

Series of 2004

T O: Dr. Edgardo E. Tulin / *Jul 13*

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

In connection with my travel to Palawan, you are hereby designated Officer-in-Charge of the Leyte State University on October 14, 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.

*[Signature]*  
**PACIENCIA P. MILAN**  
President *[Signature]*

cc: Personnel *[Signature]*  
Accounting *[Signature]* *10/13*  
Cash - *[Signature]* *10/13*  
COA *[Signature]*  
ODF - *[Signature]* *10/13/04*  
OUS - *[Signature]* *10/13/04*  
Budget *[Signature]* *10/13*  
Records  
File