



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

16 January 2002

MEMORANDUM NO: 04

Series of 2002

T O: **Prof. Jesusito L. Lim**

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

In connection with my travel to Babatngon, you are hereby designated Officer-in-Charge of the Leyte State University on January 17, 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 *PPM*

President

cc: **Personnel**
Accounting
Cash
COA
Budget/FMO
Records
File