



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

22 March 2004

MEMORANDUM NO. 77

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 Manila, you are hereby designated Officer-in-Charge of the Leyte State University in the afternoon of March 22 to March 25, 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.

PACIENÇIA P. MILAN

President

cc:

Personnel

Accounting

Cash

COA

ODF

Budget

Records

File