



# LEYTE STATE UNIVERSITY

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*Office of the President*

10 January 2005

**MEMORANDUM NO: 7**

Series of 2005

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

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

In connection with my travel to Cebu, you are designated Officer-In-Charge of the Leyte State University in the morning of January 11, 2005 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 - 1/11/05  
Accounting - 1/11/05  
Cash - 1/11/05  
COA - 1/11/05  
OUS - 1/11/05  
ODF - 1/11/05  
Budget - 1/11/05  
Records - 1/11/05  
File