

LEYTE STATE UNIVERSITY

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Office of the President

6 July 2005

MEMORANDUM NO. 136

Series of 2005

T O: Dr. Manuel K. Palomar

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

In connection with my official travel to Southern Leyte State University, So. Leyte, you are hereby designated Officer-in-Charge of the Leyte State University on July 7, 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

1804/2

President H

cc:

OVPAA

OVPAF

OVPRE

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Deans

Directors

Personnel Accounting

Cash

COA

ODF

Budget Records

File