



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

13 November 2002

**MEMORANDUM NO:** 244  
Series of 2002

T O: **Dr. Manuel K. Palomar** — 8/11/14  
R E: **Designation as Officer-in-Charge, Leyte State University**

In connection with my travel to Germany, you are hereby designated Officer-in-Charge of the Leyte State University on November 25- 29, 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**  
President

cc:

Personnel — 11/15/02  
Accounting — 11/15/02  
Cash — 11/15/02  
COA — 11/15/02  
Budget/FMO — 11/15/02  
Records — 11/15/02  
File