



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

17 December 2002

MEMORANDUM NO. 330

Series of 2002

T O: Dr. Manuel K. Palomar

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

In connection with my official travel to Manila, you are hereby designated Officer-in-Charge of the Leyte State University on December 18, 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
Accounting
Cash
COA
Budget/FMO
Records
File