



LEYTE STATE UNIVERSITY

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Office of the President

23 June 2004

MEMORANDUM NO. 173

Series of 2004

T O: Dr. Manuel K. Palomar *MP 6/25*

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 on June 28 – July 2, 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.

Paciencia P. Milan
PACIENCIA P. MILAN
President *jp*

cc: Personnel *6/25*
Accounting *6/25*
Cash *6/25*
COA *6/25*
OUS *6/25/04*
ODF
Budget *jp*
Records
File