



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

14 March 2005

**MEMORANDUM NO. 57**

Series of 2005

**T O: Dr. Manuel K. Palomar**

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

In connection with my trip to Cebu City, you are hereby designated Officer-In-Charge of the Leyte State University on March 14, 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: OVPAA  
OVPAF  
OVPRE  
Deans  
Directors  
OUS  
Personnel  
Accounting  
Cash  
COA  
ODF  
Budget  
Records  
File