

LEYTE STATE UNIVERSITY

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Office of the President

12 February 2007

MEMORANDUM NO. 32

Series of 2007

T O: Dr. Manuel K. Palomar

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

In connection with my travel to Cebu, you are hereby designated Officer-In-Charge of the Leyte State University on February 13 - 15, 2007 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

OVPDEA

OUS

ODREX

ODCI

Deans

Directors

Personnel

Accounting

Cash

COA

ODF

ODA

Budget Records

File