



LEYTE STATE UNIVERSITY

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Office of the President

5 January 2005

MEMORANDUM NO. 4

Series of 2005

T O: Dr. Manuel K. Palomar

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

In connection with my travel to Cebu and Manila, you are hereby designated Officer-in-Charge of the Leyte State University in the afternoon of January 5 - 7, 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:

Personnel *1-6/05*
Accounting *1-6/05*
Cash *1-6/05*
COA *1-6/05*
ODF *1-6/05*
OUS *1-6/05*
Budget *1-6/05*
Records
File