



LEYTE STATE UNIVERSITY

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Office of the President

15 June 2005

MEMORANDUM NO. 123

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 Tacloban and Manila, you are hereby designated Officer-in-Charge of the Leyte State University on June 16 – 17, 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 - *in 6/16/05*
OVPAE - *in 6/16/05*
OVPRE - *in 6/16/05*
Deans
Directors
OUS - *in 6/16/05*
Personnel - *in 6/16/05*
Accounting - *in 6/16/05*
Cash - *in 6/16/05*
COA - *in 6/16/05*
ODF - *in 6/16/05*
Budget - *in 6/16/05*
Records
File

NARC

NARC

CIM

CSA

COF

CENI

CAS

PHIL/ROTORORS

CA

COE

FCC

THK E.P. 6/16/05