



LEYTE STATE UNIVERSITY

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Office of the President

23 September 2004

MEMORANDUM NO. 221

Series of 2004

T O: Dr. Jose M. Alkuino, Jr.

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

In connection with my travel to Tacloban, you are hereby designated Officer-in-Charge of the Leyte State University on September 24, 2004 or until my return or the return of Pres. P. P. Milan.

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.


MANUEL K. PALOMAR
Vice President for Academic Affairs
& Officer-in-Charge

cc: Personnel
Accounting
Cash
COA
ODF
OUS
Budget
Records
File