



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

Office of the President

29 September 2003

MEMORANDUM NO. 216

Series of 2003

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

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 October 1, 2003.

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

Accounting

Cash

COA

ODF

Budget

Records

File

9/30/03
9/30/03
9/30
9/30
9/30
9/30