



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

30 July 2002

**MEMORANDUM NO. 177**  
Series of 2002

T O: **Dr. Manuel K. Palomar** — *7-31-02*  
R E: **Designation as Officer-in-Charge, Leyte State University**

In connection with my official travel to Cebu City, you are hereby designated Officer-in-Charge of the Leyte State University on July 31, 2002 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.

*P. Milan*  
**PACIENCIA P. MILAN**  
President

cc: Personnel — *7/31/02*  
Accounting — *7/31/02*  
Cash  
COA — *7/31*  
Budget/FMO — *7/31/02*  
Records  
File