



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

4 September 2001

**MEMORANDUM NO: 122**

Series of 2001

**T O: Dr. Manuel K. Palomar** *ada 9-5*  
**R E: Designation as Officer-in-Charge, Leyte State University**

In connection with my travel to Manila, you are hereby designated Officer-in-Charge of the Leyte State University on September 6, 2001 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*  
**PACIENCIA P. MILAN**  
President

cc: Personnel — *9/5/01 P. Milan*  
Accounting — *9/5/01*  
Cash — *me 9/5/01*  
COA — *ka 9/5/01*  
Budget/FMO — *9/5/01*  
Records — *9/5/01*  
File — *9/5/01*