



LEYTE STATE UNIVERSITY

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Office of the President

20 November 2006

MEMORANDUM NO. 214

Series of 2006

T O: Dr. Manuel K. Palomar

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 November 21 – 22, 2006.

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
OVPAF
OVPDEA
OUS
ODREx
ODCI
Deans
Directors
Personnel
Accounting
Cash
COA
ODF
ODA
Budget
Records
File