



# LEYTE STATE UNIVERSITY

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Office of the President

25 November 2005

## MEMORANDUM NO: 283

Series of 2005

**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 28 – 30, 2005.

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:

OVPAF

OVPAA

OVPDEA

OUS

Deans

Directors

Personnel

Accounting

Cash

COA

ODF

ODA

Budget

Records

File

GAS - 11/30

COA - 11/30

ODA - 11/30

MBRC > 11/30