



LEYTE STATE UNIVERSITY

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Office of the President

13 November 2004

MEMORANDUM NO. 259
Series of 2004

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

R E: **Designation as Officer-in-Charge, Leyte State University**

In connection with my travel to Manila to attend the PASUC Executive Board meeting, CY 2005 Budget Deliberation and 2-day Policy Forum of DENR-LAMP, you are hereby designated Officer-in-Charge of the Leyte State University on November 16-18, 2004 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
President 

cc:

Personnel
Accounting
Cash
COA
ODF
Budget
Records
File

11/18/04

11/24/04
11/18/04
11/18