



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

18 December 2001

**MEMORANDUM NO: 171**

Series of 2001

**T O: Dr. Manuel K. Palomar** - *12.18.01*  
**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 December 19, 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.

*[Signature]*  
**PACIENCIA P. MILAN**  
President

cc: Personnel - *12/18/01*  
Accounting - *12/18/01*  
Cash - *12/18/01*  
COA - *12/18/01*  
Budget/FMO - *12/18/01*  
Records - *12/18/01*  
File