



LEYTE STATE UNIVERSITY

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Office of the President

21 February 2005

MEMORANDUM NO. 39

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 Tacloban to attend the RHRDC 8 Joint Execom Meeting and Manila for a CHED Meeting on February 23 and 24, respectively, you are hereby designated Officer-In-Charge of the Leyte State University from February 23 to 26, 2005 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: OVPAA
OVPAF
OVPRE
Deans
Directors
OUS
Personnel
Accounting
Cash
COA
ODF
Budget
Records
File