



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

14 January 2004

MEMORANDUM NO. 10

Series of 2004

T O: Dr. Manuel K. Palomar *~ 1/15*
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 January 19 – 21, 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
PACIENCIA P. MILAN
President *JP*

cc: Personnel *✓*
Accounting
Cash *1/15/04*
COA
ODF *1/15/04*
Budget *1/15*
Records
File
OUS