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Office of the President

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MEMORANDUM NO. 97

Series of 2004

T O: Mr. Policarpo N. Duavis

R E: Designation as College Secretary

Your designation as College Secretary of the LSU-Tolosa Campus is hereby renewed effective immediately.

You are hereby expected to keep the minutes and records of the Tolosa Campus especially of the academic and administrative councils in addition to the regular function of a College Secretary.

Please be guided accordingly.


PACIENCIA P. MILAN

President 

cc: OIC Dean, LSU-Tolosa Campus
OUS
OVPAA
OVPAF
OVPRE
HRMDO
Records
File