



LEYTE STATE UNIVERSITY

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Office of the President

19 October 2005

MEMORANDUM NO. 266

Series of 2005

T O: Dr. Ma. Juliet C. Ceniza

R E: Designation as College Secretary of the College of Forestry and Natural Resources (CFNR)

By virtue of the powers vested in me by the LSU Board of Regents and as recommended by the Dean, College of Forestry and Natural Resources, you are hereby designated College Secretary of the College of Forestry and Natural Resources effective September 16, 2005 until December 31, 2007 or unless sooner revoked or terminated by higher authorities. The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Executive Committee and other important committees of the College including the Academic Council, if applicable.
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies.
4. Monitors the progress of students in the College.
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.

PACIENCIA P. MILAN

President

cc: Dr. Ernesto Bumatay
Dean, CFNR
OVPA
OVPAF
OVPDEA
ODREx
OUS
ODCI
OGS
ITE
DAF
DFWMC
HRMDO
Records
File