



LEYTE STATE UNIVERSITY

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Office of the President

13 August 2004

MEMORANDUM NO. 203

Series of 2004

T O: Mrs. Wilma S. Abordo

R E: Designation as Crop Production Project In-Charge

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Sergio G. Temporada, you are hereby designated Crop Production Project In-Charge effective July 1, 2004 until June 30, 2005 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Prepares a plan of activities to be followed throughout the school year.
2. Requisitions fertilizers, chemicals, etc. for the proper maintenance of the project.
3. Takes charge of planting new crops as planned.
4. Supervises in the pruning of mango and other trees if necessary.
5. Supervises the activities of the share croppers of the school.
6. Coordinates with the security guards in securing the crops from astray animals and stealers.
7. Coordinates with Mr. Rodrigo Bregildo in the sharing scheme of crops with the sharecroppers.
8. Sees to it that the entire area for crop production is always productive throughout the year.
9. Produces seedlings and seeds of various crops for the project needs.
10. Approves/recommends scientific practices to be adopted to promote high efficiency and effectiveness in the project management.
11. Requisitions supplies and materials needed in the project.
12. Request laborers if necessary.
13. Submits project reports as required by the Dean and the IGP Officer.
14. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.

PACIENCIA P. MILAN

President

cc: Dept. Heads
Division Head, ASD
Division Head, AFSD
Division Head, RDED
Head, OSA

OVPAA - 8/25/04
OVPAF - 8/25/04
OVPRE - 8/25/04
ODCIMD - 8/25/04
OUS - 8/25/04
HRMDO - 8/25/04
ODA - 8/25/04
Acctg. - 8/25/04
Records - 8/25/04
File - 8/25/04