



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

3 January 2003

MEMORANDUM NO. 5

Series of 2003

T O: Dr. Rolinda T. Sanico
R E: Designation as Secretary of the Graduate School

By virtue of the powers vested in me, your designation as Secretary of the Graduate School is hereby renewed effective January 3, 2003 until April 30, 2003 or unless sooner revoked or terminated by higher authorities. The responsibilities of the said position as indicated in the Code are as follows:

1. To record and keep the minutes of meetings and other official functions of the Graduate School Executive Committee and the Graduate Faculty.
2. To assist the Dean of the Graduate School in preparing announcements and reports pertinent to the graduate school program of LSU.
3. To assist the Dean of the Graduate School in preparing the annual budget and requisition of the Graduate School.
4. To facilitate the execution of the decisions made by the Graduate Faculty and Graduate School Executive Committee.
5. To monitor the progress of graduate student records and check graduation requirements.
6. To perform other duties that may be assigned by the Dean of the Graduate School.

Please be guided accordingly.

PACIENCIA P. MILAN
President

cc: Dean, Graduate School
Director, PhilRootcrops
OVPA
OVPRE
HRMDO
Records
File

Dr. R. Sanico