



# LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte  
Philippines

## *Office of the President*

28 October 2002

MEMORANDUM NO. 251

Series of 2002

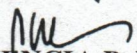
**T O:** Mrs. Ma. Cecilia L. Tarroza

**R E:** Designation as Personnel and Records Officer, LSU-Isabel Campus

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Daniel M. Tudtud, Jr., you are hereby designated Personnel and Records Officer effective November 1, 2002 until October 31, 2003 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Assumes full responsibility for the custody and safekeeping of official records and documents of all College personnel and authorizes their issuances;
2. Facilitates distribution of documents, memoranda and notices to other units/departments;
3. Plans and directs the inventory of records and evaluates/analyzes records for retention and disposal;
4. Prepares annual and other required reports;
5. Initiates cataloguing and computerization of records for easy retrieval;
6. Performs other functions as may be assigned by the Dean.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

CC: Department Heads  
College Secretary  
Division Chief, ASD  
Division Chief, AFSD  
Division Chief, RDED  
PDO