



# LEYTE STATE UNIVERSITY

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*Office of the President*

9 September 2004

**MEMORANDUM NO. 215**

Series of 2004

**T O: Dr. Ernesto C. Bumatay**

**R E: Designation as College Secretary of the College of Forestry**

By virtue of the powers vested in me by the LSU Board of Regents and as recommended by the College of Forestry Personnel Board and the Vice President for Academic Affairs, your designation as College Secretary of the College of Forestry is hereby renewed effective June 9, 2004 until June 8, 2005 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.

A purple ink signature of Paciencia P. Milan is written over a circular stamp that contains the text "PACIENCIA P. MILAN" and "President".

**PACIENCIA P. MILAN**  
President

cc: Dean, College of Forestry  
OVPAA  
OVPAF  
OVPRE  
OUS  
ODCIMD  
DOF  
DFWMC  
HRMDO  
Records  
File



**Leyte State University  
COLLEGE OF FORESTRY**

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RECEIVED BY *ada*  
DATE 9-3-04 # 1399

SP # 8776  
OFFICE OF THE PRESIDENT  
RECEIVED  
DATE 9/6/04  
BY  
VCSA, BAYBAY, LEYTE

Office of the Dean

September 01, 2004

**Dr. Paciencia P. Milan**

President  
Leyte State University  
Visca, Baybay, Leyte

Thru: **Dr. Manuel K. Palomar**  
Vice President for Academic Affairs


Madam:

We wish to recommend to your good office the renewal of the designation of Dr. Ernesto C. Bumatay as College Secretary of the College of Forestry beginning June 9, 2004 up to June 8, 2005. His designation has expired last June 8, 2004.

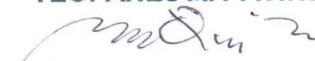
Hoping for your kind consideration on this regard.


Very truly yours,

CF Personnel Board:

  
**DENNIS P. PEQUE** - Member

  
**TEOFANES A. PATINDOL** - Member

  
**JUSTINO M. QUIMIO** - Member

  
**EDUARDO O. MANGAOANG** - Chairman

Recommending Approval:

  
**MANUEL K. PALOMAR**  
Vice President for Academic Affairs

Approved:

  
**PACIENCIA P. MILAN**  
President