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Office of the President

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MEMORANDUM NO. 53

Series of 2006

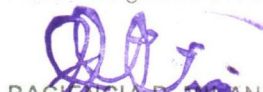
T	O:	Ms. Roberta C. Lemos	-	Head, Accounting Division
		Ms. Corazon U. Nuevo	-	Head, Cash Division
		Ms. Linda N. Mariscal	-	Head, Registrar's Office
		Dr. Ma. Salome B. Bulayog	-	Head, Dept. of Economics
		Prof. Algerico M. Mariscal	-	Director, PhilRootcrops
		Dr. Eutiquio E. Sudaria	-	Director, NCRC
		Dr. Lelita R. Gonzal	-	Director, NARC
		Dr. Victor B. Asio	-	Head, DASS
		Prof. Manolo B. Loreto, Jr.	-	Dean of Students
		Dr. Misael T. Diputado, Jr.	-	Dean, Graduate School
		Ms. Erlinda S. Esguerra	-	Head, Budget Office
		Dr. Edgardo E. Tulin	-	Director, ODCI
		Prof. Jesusito L. Lim	-	Executive Officer
		Mr. Daniel M. Tudtud, Jr.	-	University Secretary
		Dr. Elwin Jay V. Yu	-	Head, Infirmary
		Dr. Antonio P. Abamo	-	Head, DBM
		Dr. Dolores L. Alcober	-	Dean, College of Education
		Dr. Oscar B. Posas	-	Dean, College of Agriculture
		Dr. Tomas J. Fernandez, Jr.	-	Dean, CVM
		Dr. Eduardo O. Mangaoang	-	Dean, CFNR
		Dr. Buenaventura B. Dargantes	-	Director, ISRDS
		Dr. Andresito D. Acabal	-	Dean, CAS
		Dr. Othello B. Capuno	-	Director, ODREx
		Dr. Nelen P. Lambert	-	Principal, LSULHS
		Ms. Rebecca B. Napiere	-	Head, University Library

R E: Briefing on Records Management and Disposition

Please be informed that a representative from the Records Management & Archives Office will come to the university on March 13, 2006 to dispose of disposable records and conduct briefing among heads of units and clerk in-charge of records on records management and disposition.

You are therefore requested together with your clerk in-charge of the records to attend the briefing at 2:30 p.m. on March 13, 2006 at the CCE. Please require your clerk to bring with them a list of your office record holdings. If you are not available, please send another senior staff to attend together with your clerk.

Please be guided accordingly.


f PACENCIA P. MEAN
President *me 3/9/06*