



LEYTE STATE UNIVERSITY

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Office of the President

18 May 2007

MEMORANDUM NO. 26

Series of 2007

T O: Dr. Alberto L. Carillas


**R E: Designation as Planning and Development Officer,
LSU-Isabel Campus**

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Isabel Campus OIC-Dean, Dr. Edwin A. Balbarino, you are hereby designated Planning and Development Officer effective June 1, 2007 until May 30, 2008 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Consolidated development plans (annual, 5-year or 10-year) of the different departments and units of the LSU-Isabel Campus;
2. Reproduces the consolidated plan of the College and distribute them to the different departments, units and offices of the College and the LSU Main Campus;
3. Consolidates accomplishment reports of the different departments, units and offices of the College for the Annual Report of the College and the University;
4. Prepares documents needed to support the budget proposal of the College;
5. Performs other duties that may be assigned by the Dean

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Department Heads
College Secretary
Head, ASO
Head, RDEO
Head, AFSSO
PDO
SPMD Officer
HRMDO

OUS
OVPAA
ODCI
Records, LSU Main
Records, LSU Isabel
File