



LEYTE STATE UNIVERSITY

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Office of the President

14 May 2004

MEMORANDUM NO. 136

Series of 2004

T O: Mrs. Cecilia S Rojas

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 Dean, Prof. Sergio G. Temporada, you are hereby designated Planning and Development Officer effective immediately until May 15, 2005 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Consolidates 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
Division Chief, ASD
Division Chief, RDED
Division Chief, AFSD
SPMD Officer
PPO
FBO
Accountant
ICU Officer

Records, LSU Main
Records, LSU Isabel
OVPA - *over*
OUS - *6/3*
ODCIMD - *7*
HRMDO - *6/2/04*
File