



LEYTE STATE UNIVERSITY

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Office of the President

9 July 2004

MEMORANDUM NO. 190

Series of 2004

T O: Prof. Pedro I. Bandala, Jr. 

R E: Designation as College Secretary of the College of Education

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, College of Education, you are hereby designated College Secretary of the College of Education effective May 1, 2004 until April 30, 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.


PACIENCIA P. MILAN

President 

cc: Dean, College of Education 

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Records

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