



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

9 December 2002

MEMORANDUM NO. 335

Series of 2002

T O: Dr. Alice M. Acabal - *onv*

R E: Designation as Head of the Admissions Office

By virtue of the authority vested in me by the LSU Board of Regents, you are hereby designated Head of the Admissions Office effective January 1, 2003 until December 31, 2003 or unless sooner revoked or terminated by higher authorities with the following duties and responsibilities:

1. Plans, implements and evaluates the admissions policies and guidelines of the university.
2. Coordinates with other university program and other government and private institutions to bring about inter-agency/program complementation.
3. Performs other functions that higher authorities may assign.

As Head, you are entitled to workload and other privileges attached to the position subject to the usual accounting and auditing policies.

Paciencia P. Milan
PACIENCIA P. MILAN
President *gp*

cc:

OVPA

AF

ODC

IMD

OUS

OSA

DoPAC

Registrar

HRMDO

Accounting

COA

FMO/Budget

Cash

Records

File

Dr. A. ACABAL