



LEYTE STATE UNIVERSITY

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Office of the President

16 June 2004

MEMORANDUM NO. 170

Series of 2004

T O: Dr. Merlita D. Veloso

R E: Designation as College Secretary of the College of Education and Agricultural Technology (LSU-Villaba Campus)

By virtue of the authority vested in me by the LSU Board of Regents and as recommended by Dr. Conchita N. Astrologo-Ito, Dean, LSU-Villaba Campus, your designation as College Secretary of the College of Education and Agricultural Technology (CEAT), LSU-Villaba Campus is hereby renewed effective July 1, 2004 until July 31, 2005 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Administrative Council, Academic Council and other important committees of the College;
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 *jfp*

cc: LSU - Villaba Campus
OVPA - *6/24*
OVPAF - *6/24*
OVPRE - *6/24*
ODCIMD - *6/24*
OUS - *6/24*
Acctg. - *6/23*

6/23
ODF - *6/23/04*
ODA - *6/23/04*
Budget - *6/23/04*
COA - *6/23/04*
Cash - *6/23/04*
Records
File