



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

1 October 2001

MEMORANDUM NO. 175

Series of 2001

T O: PROF. MA. EPIFANIA G. TUdTUD

R E: Appointment as Management Information Systems (MIS) Administrator for Administration

By virtue of the powers vested in me by the Leyte State University (LSU) Board of Regents as President of the LSU and in pursuance of the LSU-DA/BAR Memorandum of Agreement on the Establishment and Operation of the Agriculture and Fisheries Research and Development Information Systems (AFRDIS) National Information Network (R&D NIN), you are hereby appointed MANAGEMENT INFORMATION SYSTEMS (MIS) ADMINISTRATOR FOR ADMINISTRATION.

As MIS Administrator for Administration, you are expected to undertake the following responsibilities:

1. Manage, maintain and ensure efficient data accessing by different offices within the administration complex;
2. Provide the needed technical support to all offices within the administration complex as far as data encoding and storage are concerned;
3. Spearhead systems development for the administration complex;
4. Facilitate the identification of the most appropriate system/software to be used for the different units within the administration complex; and
5. Help maintain the operations of the LSU Internet Café and the Administration network system;

In view of this appointment, you are hereby directed to devote at least 50% of your total workload for this very important responsibility.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc:

DAEAM
OVPA
OVPA

OUS
HRMDO
ODI

ODRD
ODEX
COA

Cash
Acctg.
FMO/Budget

Records
File

