



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

10 July 2003

MEMORANDUM NO. 155

Series of 2003

T O: Dr. Elmer Q. Abillar *X 2/05*

R E: Designation as College Secretary of the College of Veterinary Medicine

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, College of Veterinary Medicine, you are hereby designated College Secretary of the College of Veterinary Medicine effective May 1, 2003 until April 30, 2004 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
PACIENCIA P. MILAN

President *P*

cc: Dean, CVM
OVPA *7/16*
OVPAF *7/16*
OVPRE *7/16*
OUS
ODCIMD *7/16*
DVBS
DVPCCS
HRMDO *7/16*
Records
File