



LEYTE STATE UNIVERSITY

**Visca, Baybay, Leyte 6521-A
Philippines**

Office of the President

1 October 2001

MEMORANDUM NO. 176

Series of 2001

T O: PROF. MA. LUISA E. DIPUTADO -  12/26

R E: Appointment as Management Information Systems (MIS) Administrator for Research/Development and Extension

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 RESEARCH/DEVELOPMENT AND EXTENSION.**

As MIS Administrator for R/D and E, you are expected to undertake the following responsibilities:

1. Manage, maintain and ensure efficient data accessing by different offices within the R/D and E complex;
2. Provide the needed technical support to all offices within the R/D and E complex as far as data encoding and storage are concerned;
3. Spearhead systems development for the R/D and E complex;
4. Facilitate the identification of the most appropriate system/software to be used for the different units within the R/D and E complex; and
5. Help maintain the operations of the R/D and E complex 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: DAEAMS ODRD ODI Cash Records
OVPA ODeX HRMDO Accts File
OVPA OUS COA FMO/Budget