



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

28 October 2002

MEMORANDUM NO. 255

Series of 2002


T O: Mrs. Nerissa V. Suazo

R E: Designation as IGP Officer, LSU-Isabel Campus

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Daniel M. Tuftud, Jr., you are hereby designated IGP Officer effective November 1, 2002 until October 31, 2003 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Assumes direct responsibility to overall project operation/administration, implementation of policies, program and guidelines to achieve target efficiency;
2. Initiates/coordinates planning, and organizes manpower resources and activities of all IGPs for efficiency in production;
3. Conducts evaluation study of the records, activities and programs of various projects;
4. Delegates/assigns duties, responsibility, authority and power to colleagues and subordinates as may be allowed by existing policies;
5. Submits quarterly and yearly reports of all projects which highlight accomplishments and recommendations for expansion or termination of various projects;
6. Conducts meetings with IGP managers on operations, projects or any subject relevant to the IGP;
7. Conducts annual strategic planning with project managers preferably at the start of business year to discuss/agree on the plans and targets, accomplishments and other matters related to IGP operations;
8. Prepares/maintains files of appointment/labor contract documents of IGP personnel;
9. Recommends the appointment of the Project Manager; and
10. Take charge in the preparation, and as authorized by the Dean, approval of payments pertaining to the IGP.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Division Chief, RDED Division Chief, AFSD
Division Chief, ASD Department Heads
College Secretary
Records