



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

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MEMORANDUM NO. 26

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
T O: Dr. Misael T. Diputado, Jr. - College of Agriculture
Prof. Jacob Glenn F. Jansalin - College of Arts and Sciences
Prof. Pedro I. Bandala, Jr. - College of Education
Dr. Daniel Leslie S. Tan - College of Engineering & Agri-Industries
Prof. Mylene D. Napiza - College of Forestry
Dr. Elmer Q. Abillar - College of Veterinary Medicine

R E: Designation as College Secretaries

By virtue of the powers vested in me and upon recommendation of the Vice President for Academic Affairs you are hereby designated College Secretaries of the different colleges effective immediately until April 30, 2003 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
President 

cc: College Deans
OVPA
OVPAF
OVPRE
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ODCIMD
HRMDO
Records
File