



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

28 July 2003

MEMORANDUM NO. 176

Series of 2003


T O: Dr. Merlita D. Veloso

R E: Designation as College Secretary of the College of Education and Agricultural Technology (LSU-Villaba Campus)

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Villaba Campus Personnel Committee, you are hereby designated College Secretary effective immediately until June 30, 2004 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Administrative Council, Academic Council and other important committees of the College;
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:	LSU – Villaba Campus	ODF
	OVPAA	ODA
	OVPAF	Budget
	OVPRE	COA
	ODCIMD	Cash
	OUS	Records
	Acctg.	File