



LEYTE STATE UNIVERSITY

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Office of the President

3 July 2003

MEMORANDUM NO. 148

Series of 2003

T O: Engr. Celso F. Gumaod *ls 7/4*
R E: Designation as Head, Sanitation and Waste Management Division

By virtue of the powers vested in me by the LSU Board of Regents, you are hereby designated Head, Sanitation and Waste Management Division of the Physical Plant Office effective immediately until revoked or terminated by higher authorities. As Head, you are expected to perform the following duties and responsibilities:

1. Plan and formulate guidelines/policies related to waste management programs/activities in coordination with other units.
2. Review and implement or administer approved guidelines/procedures pertaining to waste management.
3. Monitor and coordinate all project/activities on waste management.
4. Develop and initiate training programs related to waste management.
5. Prepare quarterly reports on LSU's waste management activities.
6. Coordinate with LSU's Sanitation and Waste Management Committee regarding the implementation of the approved strategies for garbage segregation, collection and disposal.

Please be guided accordingly.

PACIENCIA P. MILAN
President *PM*

cc: Engr. N. Israel *ls 7/4*
Dr. L. Villacarlos *ls 7/4*
PPO *ls 7/4*
OVPAF *ls 7/4*
ODF *ls 7/4*
OUS *ls 7/4*
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