

## **LEYTE STATE UNIVERSITY**

Visca, Baybay, Leyte 6521-A Philippines Telefax: 053-3352601

Office of the President

25 August 2003

**MEMORANDUM NO. 196** 

Series of 2003

T O: Dr. Misael T. Diputado, Jr.

R E: Membership to the Preliminary Screening Committee for

**Administrative Staff** 

By virtue of the powers vested in me by the LSU Board of Regents, you are hereby designated Member to the Preliminary Screening Committee for Administrative Staff vice Dr. Myrna M. Avila. The Committee Chairperson is Prof. Daniel M. Tudtud, Jr.

This Committee is tasked with the responsibility to review all applicants of newly opened administrative positions. Furthermore, the committee is directed to formulate evaluation schemes for said positions including the endorsement for final recommendation to the Non-Academic Personnel Board for its appropriate action.

Please be guided accordingly.

PACIENCIA P. MILAN President

cc: Dr. Myrna M. Avila Prof. Daniel M. Tudtud, Jr. HRMDO Records File