



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

12 April 2004

MEMORANDUM NO. 99

Series of 2004

T O: Ms. Perla del Pilar


R E: Designation as Head, IGP





With the establishment of six (6) new income generating projects for the LSU-Tolosa Campus, there is a need to designate an IGP Head to provide over-all responsibility in the management of all IGPs. In view of this, you are hereby designated IGP Head of LSU-Tolosa Campus, effective immediately unless sooner terminated or revoked by higher authorities.

Specifically your duties are as follows:

1. Assume direct responsibility for over-all project operations/administration, implementation of policies, programs and guidelines to achieve targets.
2. Initiate/coordinate planning and organize manpower resources and activities of all IGPs.
3. Conduct evaluation/study of records, activities and programs of various projects.
4. Conduct meetings with IGP managers and operations and any subject relevant to IGP.
5. Conduct annual strategic planning with project managers preferably at the start of business year to agree on the plans and targets and prior year's project accomplishments and other project related matters.
6. Perform other functions inherent to the position.

Please be guided accordingly.


PACIENCIA P. MILAN
President 

cc: OIC Dean, LSU-Tolosa Campus
OVPAF - 
IGPO - 
Acctg. - 
HRMDO - 
Records
File