



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

28 October 2002

MEMORANDUM NO. 253
Series of 2002

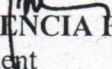
T O: Mrs. Mansueta C. Temporada

R E: Designation as Medical Officer, LSU-Isabel Campus

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Daniel M. Tudtud, Jr., you are hereby designated Medical Officer effective November 1, 2002 until October 31, 2003 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Examines and treats patients (out and inpatients);
2. Conducts annual medical and physical examination of students for enrolment, faculty, staff, new applicants and outsiders for employment;
3. Monitors status of medical equipment and availability of medical supplies.
4. Answers emergency calls after office hours and during Saturdays, Sundays and holidays;
5. Prepares reports on: weekly communicable diseases report to RHU-Isabel; monthly statistics health report; quarterly physical report of operation; semi-annual hospital statistics report;
6. Prepares annual development plan;

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Department Heads
College Secretary
Division Chief, ASD
Division Chief, AFSD
Division Chief, RDED
Head, OSA
Records