



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

28 October 2002

MEMORANDUM NO. 247
Series of 2002

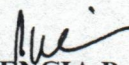
T O: Mrs. Luzviminda C. Tajos

R E: Designation as College Secretary of the College of Agri-Industrial Technology (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 College Secretary effective immediately until October 31, 2003 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: Dept. Heads
Division Chief, ASD
Division Chief, AFSD
Division Chief, RDED
Head, OSA

Records