



LEYTE STATE UNIVERSITY

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Office of the President

23 August 2005

MEMORANDUM NO. 198

Series of 2005

T O: Dr. Lucia M. Borines

R E: Designation as Head, LSU Plant Disease Diagnostic Laboratory

By virtue of the authority vested in me by the LSU Board of Regents, you are hereby designated Head, LSU Plant Disease Diagnostic Laboratory effective September 1, 2005 until December 31, 2007 or unless sooner terminated or revoked by higher authorities. Your duties and responsibilities are the following:

1. Exercise supervision and management of the Diagnostic Laboratory;
2. Spearhead in the diagnosis of plant diseases especially those related to abaca diseases as priority concern of LSU;
3. Coordinate with the National Abaca Research Center so as to certify that abaca planting materials for distribution/selling are disease free;
4. Train laboratory technicians, researchers and others who are authorized to use the facility;
5. Prepare annual work and financial plan;
6. Source out funds to ensure sustainability and viability of the laboratory;
7. Submit quarterly, mid-year and annual accomplishment reports to ODREx;
8. Present outputs and status of operation of the Laboratory in In-House Reviews and R and E Symposia as a service facility of the University.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

PACIENCIA P. MILAN
President

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	OVPAF	HRMDO	File
	ODREX	ODF	
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