



LEYTE STATE UNIVERSITY

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Office of the President

28 September 2007

MEMORANDUM NO. 174

Series of 2007

T O: Dr. Merlita D. Veloso

R E: Designation as College Secretary of the College of Education and Agricultural Technology (LSU-Villaba Campus)

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Conchita A. Ito, Dean, VSU-Villaba Campus, your designation as College Secretary of the College of Education and Agricultural Technology (CEAT), VSU-Villaba Campus is hereby renewed effective September 1, 2007 until August 31, 2008 or unless sooner revoked or terminated 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: VSU – Villaba Campus
OVPA
OVPAF
OVPDEA
ODCI
OUS
Acctg.

ODF
ODA
Budget
COA
Cash
Records
File