



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

22 August 2002

MEMORANDUM NO. 193
Series of 2002

T O: Dr. Misael T. Diputado, Jr. - College of Agriculture
Prof. Pedro I. Bandala, Jr. - College of Education
Prof. Mylene D. Napiza - College of Forestry
Dr. Alberto A. Taveros - College of Veterinary Medicine
Prof. Jacob Glenn F. Jansalin - College of Arts and Sciences
Dr. Daniel Leslie S. Tan - College of Engineering & Agri-Industries

R E: Designation as College Secretaries

By virtue of the powers vested in me and upon recommendation of your respective Deans, you are hereby designated College Secretaries of the different colleges effective September 1, 2002 until December 31, 2002 or unless sooner revoked or terminated by higher authorities. The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Executive Committee and other important committees of the College including the Academic Council, if applicable.
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: College Deans
OVPAA
OVPAF
OVPRE
OUS
ODCIMD
HRMDO
Records
File