



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

12 July 2006

MEMORANDUM NO. 121

Series of 2006

T O: Prof. Pedro I. Bandala, Jr.

R E: Designation as College Secretary of the College of Education

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, COE, you are hereby designated College Secretary of the College of Education effective June 13, 2006 to December 31, 2007 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: OVPA
OVPAF
OVPDEA
OUS
Deans
Directors
DCDE
DSE
Registrar
Accounting
HRMDO
Records
File



LEYTE STATE UNIVERSITY
College of Education
Visca, Baybay, Leyte

DATE RECEIVED: 7/6/06
O.C.T. BY: [signature] 506



OVP
RECEIVED
DATE: JUL 06 2006
1065

June 3, 2006

Dr. Paciencia P. Milan
President, LSU
Visca, Baybay, Leyte

Dear Madam President:

Greetings!

I am recommending Prof. Pedro I. Bandala, Jr. as College Secretary of the College of Education effective June 13, 2006 to December 31, 2007.

As College Secretary, he is expected to perform the following duties and responsibilities:

1. Record minutes of meetings of the College Curriculum Committee, College Academic Council and other meetings involving the faculty/staff of the College;
2. Prepare the list of candidates for graduation for submission to the Registrar/University Secretary every school term;
3. Assist the Dean on matters related to curriculum, accreditation, workload and NBC evaluation; and
4. Perform other duties as assigned by the Dean.

Very truly yours,

DOLORES L. ALCOBER
Dean

Conforme:

PEDRO I. BANDALA, JR.

Recommending Approval:

NELE P. LAMBERT
Principal, LHS

EDGARDO E. TULIN
Director, ODCI

JOSE L. BACUSMO
VP for Academic Affairs

Approved:

PACIENCIA P. MILAN
President