



# LEYTE STATE UNIVERSITY

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*Office of the President*

14 May 2004

**MEMORANDUM NO. 137**

Series of 2004

**T O: Mrs. Mansueta C. Temporada**

**R E: Designation as Medical Officer, LSU-Isabel Campus**

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Sergio G. Temporada, you are hereby designated Medical Officer effective immediately until May 15, 2005 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Examines and treats patients (out and inpatients);
2. Conducts annual medical and physical examination of students for enrolment, faculty, staff, new applicants and outsiders for employment;
3. Monitors status of medical equipment and availability of medical supplies;
4. Answers emergency calls after office hours and during Saturdays, Sundays and holidays;
5. Prepares reports on: weekly communicable diseases report to RHU-Isabel; monthly statistics health report; quarterly physical report of operation; semi-annual hospital statistics report;
6. Prepares annual development plan.

Please be guided accordingly.

**PACIENCIA P. MILAN**

President

cc: Department Heads  
College Secretary  
Division Chief, ASD  
Division Chief, RDED  
Division Chief, AFS  
Head, OSA  
Records, LSU Main  
Records, LSU Isabel

File

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