



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

16 February 2004

MEMORANDUM NO. 51

Series of 2004

T O: Dr. DOLORES L. ALCOBER

R E: Transfer of Duties and Responsibilities Handled Previously by Dr. Antonia Y. Sandoval

On account of the SUSPENSION from the Service of Dr. Antonia Cecilia Y. Sandoval by the LSU Board of Regents, you are hereby directed to immediately effect the orderly transfer of duties and responsibilities previously held by Dr. ACY Sandoval.

This includes, among others, the following: (a) signing of theses manuscripts of graduate and undergraduate students; (b) filing of grades of graduate and undergraduate students; (c) signing of clearances of graduating students; and (d) theses advising at the graduate and undergraduate levels.

In view of the fast approaching end of the Second Semester, SY 2003-04, please work with utmost dispatch for the immediate turnover of these important duties and responsibilities so as not to compromise the students under Dr. Sandoval.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: OVPAF
OVPA
OVPR
HRMDO