



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

23 August 2002

MEMORANDUM CIRCULAR NO. 56
Series of 2002

T O: All Concerned

**R E: Revised Approval of Designation for OIC of the Different Colleges,
Academic Departments/Centers/Institutes and Offices**

In line with the new university structure, the following guidelines on the approval of recommendations for OIC shall be followed.

All recommendations for OIC shall be addressed to the President but authority is given to the following persons to approve them:

1. **Heads of Office** - 1 - 2 days for academic & administrative staff
2. **Deans** - 1 - 5 days for Unit Heads (dept. heads or institute directors in respective colleges);
- 3 - 5 days for all academic staff in instruction, research and extension
- Director for Administration** - 3 - 5 days for administrative staff
3. **Directors (Curriculum & Instructional Media Development; Accreditation and Evaluation; R&E Program, R & E Technology Dissemination)** - 1 - 5 days for unit heads and 3-5 days for academic non-teaching staff under their offices

4. **VP for Academic Affairs**

- 1 - 14 days for deans (Main Campus), directors, heads of Library, Registrar and NSPO and director of IHK;
- 6 - 14 days for Unit Heads and teaching faculty in Colleges/Institutes and academic non-teaching staff of OSA, Library and Registrar

VP for Research and Extension

- 1 to 14 days for center directors, staff directors and
- 6 - 14 days for research and extension academic non-teaching staff and faculty

VP for Administration and Finance

- 1 to 14 days for directors and
- 6 - 14 days for administrative staff

5. **President**

- Vice Presidents and all heads of units directly under the Office;
- in excess of 14 days for other staff;
- all foreign travels regardless of duration.

This Circular supercedes previous issuances on this subject and shall take effect immediately.

Please be guided accordingly.


PACIENCIA P. MILAN
 President