



LEYTE STATE UNIVERSITY

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Office of the President

15 July 2005

MEMORANDUM NO. 142

Series of 2005

T O: Dr. Merlita D. Veloso *[Signature]*
R E: Designation as College Secretary of the College of Education and Agricultural Technology (LSU-Villaba Campus)

By virtue of the authority vested in me by the LSU Board of Regents and as recommended by Dr. Conchita A. Ito, Dean, LSU-Villaba Campus, your designation as College Secretary of the College of Education and Agricultural Technology (CEAT), LSU-Villaba Campus is hereby renewed effective August 1, 2005 until August 31, 2006 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Administrative Council, Academic Council and other important committees of the College;
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.

[Signature]
PACIENCIA P. MILAN
President *[Signature]*

cc: LSU – Villaba Campus
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Leyte State University – Villaba Campus
College of Education and Agricultural Technology
Villaba, Leyte

Office of the College Dean

June 30, 2005

The President
Leyte State University
VISCA, Baybay, Leyte

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Madam:

I have the honor to request approval for the renewal of the designation of DR. MERLITA D. VELOSO as College Secretary effective August 1, 2005 to July 31, 2006.

Hoping for your kind consideration on this regard.

Thank you and more power.

Very truly yours,

Conchita A. Ito
CONCHITA A. ITO, Ph. D.
College Dean

CAI/yhalau'05

RECOMMENDING APPROVAL

Manuel K. Palomar
MANUEL K. PALOMAR

VICE-PRES. FOR ACADEMIC AFFAIRS

Approved.
pk