



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

16 February 2004

MEMORANDUM NO. 52

Series of 2004

T O: Dr. ANTONIA CECILIA Y. SANDOVAL

R E: Transfer of Duties and Responsibilities Previously Handled to Dr. Dolores L. Alcober


Reports have reached this Office indicating that there is some confusion regarding your SUSPENSION from the Service by the LSU Board of Regents for a period of one (1) year effective last 07 November 2003. As of this moment, this Office has no other recourse but to respect the decision of the Board of Regents.

On account of your SUSPENSION from the Service by the LSU Board of Regents, you are hereby directed to immediately effect the orderly transfer of all duties and responsibilities previously held to the Dean of the College of Education, Dr. Dolores L. Alcober.

You are likewise directed to turnover the following important academic documents: (a) grades of graduate and undergraduate students; (b) manuscripts of graduating graduate and undergraduate students; (c) list of graduate and undergraduate students with INC ratings; and (d) any results of academic researches which are needed in final reports that fall due within the period of suspension.

Furthermore, in consideration of the fact that the Second Semester, SY 2003-2004 is about to end, please effect the turnover of these important duties and responsibilities as soon as possible in order not to compromise the students under you.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: OVPAA
OVPAF
OVPRE
HRMDO
Records
File