



LEYTE STATE UNIVERSITY

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Office of the President

30 September 2004

MEMORANDUM NO. 237

Series of 2004

T O: Mr. Carlos Valenzona
Mr. Petronilo Nuñez
Mr. Filadelfo Llano
Mr. Felix Abanera
Mr. Jose Saulan

R E: Revised Area of Assignment and New Duties & Responsibilities

In order to maximize utilization of existing man-hours and to improve efficiency and effectiveness of the service, your area of assignment shall be revised as follows:

1. **Mr. Carlos Valenzona** - OP and all other offices and CRs of the 3rd Floor, New Administration Building
2. **Mr. Petronilo Nuñez** - All offices and CRs in the 2nd and Ground Floor of the Old Administration Building
3. **Mr. Filadelfo Llano** - ODAE, HRMDO, OVPA plus all offices and CRs in the basement, New Administration Building except ODA
4. **Mr. Felix Abanera** - OVPAF & ODA and CRs plus doing messengerial work for Records Division
5. **Mr. Jose Saulan** - Library

Your duties and responsibilities shall include:

1. Opening and closing the offices, sweeping and mopping the floors, wiping and cleaning office furniture, walls and windows;
2. Sorting and arranging books and other documents to keep the office tidy and orderly;
3. Except for Mr. Saulan who has to follow the schedule of reporting as prescribed of the Librarian staff, your time of reporting shall be from 7:00 a.m. – 11:00 a.m. and 2:00 – 6:00 p.m. This schedule will enable you to open and clean the offices assigned to

you before the office employees arrive and allow you to clean and close the office after everybody has left;

4. After routinary cleaning activities in the offices are completed, you are expected to do general cleaning of the building including the outside walls and windows;
5. Do messengerial job for the Records Division and minor clerical job when necessary; and
6. Perform other functions as directed.


PACIENCIA P. MILAN
President

cc: OVPAF
ODA
HRMDO
Records
File