



# LEYTE STATE UNIVERSITY

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*Office of the President*

June 12, 2004



**MEMORANDUM NO. 165**  
Series of 2004

**T O: Dr. Elmer Q. Abillar** ✓  
**R E: Designation as College Secretary of the College of Veterinary Medicine**

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, College of Veterinary Medicine, you are hereby designated College Secretary of the College of Veterinary Medicine effective immediately until April 30, 2005 or unless sooner revoked or terminated by higher authorities. The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Executive Committee and other important committees of the College including the Academic Council, if applicable.
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.

  
**PACIENCIA P. MILAN**  
President 

cc: Dean, CVM ✓  
OVPA ✓  
OVPAF ✓  
OVPRE ✓  
OUS ✓  
ODCIMD ✓  
DVBS ✓  
DVPCCS ✓  
HRMDO ✓  
Records ✓  
File