



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

9 September 2005

MEMORANDUM NO. 236

Series of 2005




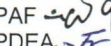
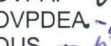
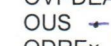
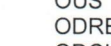

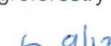

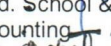


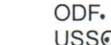


T O: Dr. Ernesto C. Bumatay 
R E: Designation as College Secretary of the College of Forestry and Natural Resources (CFNR)

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, CFNR, you are hereby designated College Secretary of the College of Forestry and Natural Resources (CFNR) effective June 9, 2005 until June 8, 2006 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, CFNR 
OVPA 
OVPAF 
OVPDEA 
OUS 
ODRE 
ODCI 
DFWMC 
Dept. of Agroforestry
ITE
Registrar 
Grad. School & Open Univ.
Accounting 
ODA 
ODF 
USSO 
HRMDO 
Records 
File 



College of Forestry
Leyte State University

Visca, Baybay, Leyte 6521-A Philippines

Tel. (63-53) 335-2675/335-4028

Email: edon@skyinet.net

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AUG 23 2005

Office of the Dean

August 25, 2005

Dr. Paciencia P. Milan
President
Leyte State University
Visca, Baybay, Leyte

Thru: Dr. Manuel K. Palomar
VP for Academic Affairs

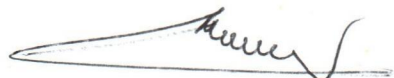
Dear Madam President:

This is to endorse the renewal of appointment of Prof. Ernesto C. Bumatay as College Secretary of the College of Forestry effective June 09, 2005 until June 08, 2006 with the following responsibilities:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Personnel Committee and other important committees of the College.
3. Prepares 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.


Hoping for your favorable consideration.

Sincerely,


EDUARDO O. MANGAOANG
Dean

cc: EC Bumatay
JM Quimio
file

RECORDED


MANUEL K. PALOMAR
VP-PRES. FOR ACADEMIC AFF



