



LEYTE STATE UNIVERSITY

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Office of the President

2 January 2007

MEMORANDUM NO. 12

Series of 2007

T O: Ms. Epifania G. Tuditud

R E: Designation as Section Head, Property and Inventory Section, SPMO

You are hereby designated as Section Head of the Property and Inventory Section of the SPMO effective January 12, 2007 with the specific functions:

1. Supervise, manage and account for all properties of the university including lands, buildings, equipment and supplies, materials and equipment for disposal.
2. Supervise the conduct of regular inventory of university properties to reconcile with records of the Accounting Office.
3. Plan and implement innovations for the improved operation of the Property Section including the complete computerization of inventory records.
4. Work hand in hand with the Procurement Section in facilitating faster procurement of supplies, materials and equipment.
5. With assistance of Geodetic Engineers, work for the relocation survey of LSU lands and the titling of lands without title.
6. Perform other functions as directed by SPMO Head and the Director for Administration.

Please be guided accordingly.

PACIENCIA P. MILAN

President

cc: SPMO
OVPAF
OVPA
OVPDEA
OUS
HRMDO
Accounting
ODA/ODF
Budget
COA
Records
File