



LEYTE STATE UNIVERSITY

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Office of the President

28 December 2004

MEMORANDUM NO. 341

Series of 2004

T O: Mrs. Esperanza E. Sumalinog

R E: Designation as Alumni Affairs Officer

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Isabel OIC Dean, Dr. Salvador C. Dagoy, you are hereby designated Alumni Affairs Officer of the LSU Isabel Campus effective January 1, 2005 to December 31, 2005 or unless sooner revoked or terminated by higher authorities.

The functions of the Alumni Affairs Officer are as follows:

1. Keeps record of the LSU-Isabel alumni including updated addresses and employment status;
2. Initiates and coordinates activities of alumni gatherings and homecomings;
3. Attends to College (LSU-Isabel) resource accessing and sourcing from alumni;
4. Recommends to the Dean policies related to alumni affairs; and
5. Performs other alumni-related functions that may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN

President

cc: Department Heads
College Secretary
Division Chief, ASD
Division Chief, RDED
Division Chief, AFSD
SPMD Officer
PPO
Accountant
File

Records, LSU Main
Records, LSU Isabel
OVPAA
OUS
ODCIMD
HRMDO
FBO
ICU Officer