



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

26 June 2003

MEMORANDUM NO. 138

Series of 2003

T O: Ms. Luzviminda A. Tajos

R E: Designation as Head, Academic Services Division, LSU-Isabel Campus








By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Sergio G. Temporada, you are hereby designated Head, Academic Services Division effective July 1, 2003 until June 30, 2004 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Coordinates the programs and activities of all academic units of the College;
2. Recommend to the College Dean policies and courses of action that will improve the instructional research and extension programs of the college;
3. Recommends to the Dean specific courses of action that will enhance staff development of the academic staff of the college;
4. Reviews official recommendations of academic heads and endorses or recommends appropriate action on them to the Dean;
5. Reviews annual progress reports submitted by the academic heads of the College;
6. Makes periodic assessment of the performance of the academic heads and administrative staff directly under this division and submit appropriate reports/recommendations to the Dean;
7. Reviews the annual budget of and appropriations to the academic heads under this division and makes appropriate recommendations to the Dean;
8. Presides over and/or attend meetings of committees in which the Division Chief for Academic Service Division is ex-officio member/chairman.
9. Recommends to the Dean official requests of leaves of academic staff;

10. Recommends to the Dean the investigation and disciplinary action on erring academic department heads in line with established disciplinary policies and procedures of the College;
11. Performs other functions as may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN
 President 

cc: Division Head, RDED
 Division Head, AFSD
 College Secretary
 Department Heads
 Head, OSA
 Registrar
 OVPAA - 
 OVPAF - 
 OVPRE - 
 ODCIMD - 
 OUS - 
 ODA - 
 HRMDO - 
 Records
 File