



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

6 April 2004

MEMORANDUM NO. 95

Series of 2004

T O: OIC-Dean, Tolosa Campus
Ms. Obdulia Camoying
Mr. Oscarlito Cinco
Mr. Ambrosio Pundavela
Ms. Luzviminda Songalia
Ms. Elvira Sabulao

R E: Composition of the Personnel Committee, LSU-Tolosa Campus

With the OIC Dean, as ex-officio Chairperson and Ms. Elvira Sabulao as Secretary, please constitute yourselves into a Personnel Committee to perform the following functions:

1. Conduct initial screening of candidates for any vacant position including casual and contractual employees both academic and non-academic.
2. Evaluate request to attend conferences, trainings and other seminar-workshops.
3. Review requests to pursue graduate courses to ensure that the graduate program is in line with the staff development and thrust of the school.
4. Perform other personnel related functions for the benefit of all LSU-Tolosa Campus employees.

This designation takes effect immediately and shall remain in form until revoked by this office.

Please be guided accordingly.

PACIENCIA P. MILAN

President

cc: OVPAA - 8/1/04
OVPAF - 2/1/04
OVPRE - 1/1/04
ODA - 2/1/04
HRMDO - 4/1/04
Records
File