



# LEYTE STATE UNIVERSITY

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*Office of the President*

28 June 2005

**MEMORANDUM NO. 131**

Series of 2005

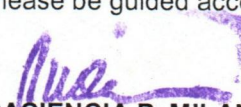
**T O: Dr. Lualhati M. Noriel**

**R E: Designation as College Secretary of the College of Agriculture**

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Chairman, Execom, College of Agriculture, you are hereby designated College Secretary of the College of Agriculture effective immediately until June 30, 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, College of Agriculture  
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OVPAF  
OVPRE  
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