



# LEYTE STATE UNIVERSITY

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Philippines

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*Office of the President*

13 August 2004

**MEMORANDUM NO. 202**

Series of 2004

**T O: Ms. Esperanza E. Sumalinog**

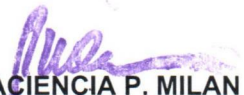
**R E: Designation as College Secretary of the College of Agri-Industrial Technology (LSU-Isabel Campus)**

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 College Secretary effective July 1, 2004 until June 30, 2005 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Administrative Council, Academic Council and other important committees of the College;
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: Dept. Heads  
Division Head, ASD  
Division Head, AFSD  
Division Head, RDED  
Head, OSA  
HRMDO - 8/25/04  
Records  
File

OVPA - 8/25/04  
OVPAF - 8/25/04  
OVPRE - 8/25/04  
ODCIMD - 8/25/04  
OUS - 8/25/04  
ODA - 8/25/04  
Acctg. - 8/25/04