



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

28 October 2002

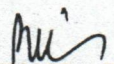
MEMORANDUM NO. 265
Series of 2002

T O: Mrs. Esperanza E. Sumalinog
R E: Designation as Community Relations and Information Officer, 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. Daniel M. Tudtud, Jr., you are hereby designated Community Relations and Information Officer effective immediately until October 31, 2003 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Documents/covers important college activities;
2. Writes and edits quarterly publication about College activities;
3. Edits development plans, annual reports and brochures of the College;
4. Performs other duties 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, AFSD
Division Chief, RDED
PDO
Records