



LEYTE STATE UNIVERSITY

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Office of the President

13 September 2005

MEMORANDUM NO. 246
Series of 2005

T O: Dr. Rolinda T. Sanico - *lan 9/22/05*
R E: Designation as Secretary of the Graduate School

By virtue of the powers vested in me by the LSU Board of Regents and as recommended by the Dean of Graduate School, your designation as Secretary of the Graduate School is hereby renewed effective September 1, 2005 until December 31, 2007 unless sooner revoked or terminated by higher authorities. The responsibilities of the said position as indicated in the Code are as follows:

1. To record and keep the minutes of meetings and other official functions of the Graduate School Executive Committee and the Graduate Faculty.
2. To assist the Dean of the Graduate School in preparing announcements and reports pertinent to the graduate school program of LSU.
3. To assist the Dean of the Graduate School in preparing the annual budget and requisition of the Graduate School.
4. To facilitate the execution of the decisions made by the Graduate Faculty and Graduate School Executive Committee.
5. To monitor the progress of graduate student records and check graduation requirements.
6. To perform other duties that may be assigned by the Dean of the Graduate School.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President *ps*

cc: Dean, Graduate School *lan*
Director, PhilRootcrops *lan*
OVPA *TC-22-05*
OVPDEA *9/22*
OVPAE *9/22*
ODREx *9/22*
ODCI *9/22*
OUS *9/22*
Deans *9/22*
HRMDO *9/22*
Records
File

CYM - *lan*
USSO - *lan 9/22*
CFNR - *lan*

CEAI - *9/22/05*
CAS - *lan*
CA - *lan*
COE - *lan*