



LEYTE STATE UNIVERSITY

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Office of the President

28 December 2004

MEMORANDUM NO. 342

Series of 2004

T O: Mrs. Esperanza E. Sumalinog

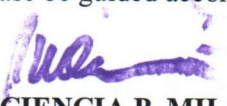
R E: Designation as Planning and Development Officer, LSU-Isabel Campus

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Dr. Salvador C. Dagoy, you are hereby designated Planning and Development Officer effective January 1, 2005 until December 31, 2005 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Consolidates development plans (annual, 5-year or 10-year) of the different departments and units of the LSU-Isabel Campus;
2. Reproduces the consolidated plan of the College and distribute them to the different departments, units and offices of the College and the LSU Main Campus;
3. Consolidates accomplishment reports of the different departments, units and offices of the College for the Annual Report of the College and the University;
4. Prepares documents needed to support the budget proposal of the College;
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN

President 

cc: Department Heads	Records, LSU Main
College Secretary	Records, LSU Isabel
Division Chief, ASD	OVPAA
Division Chief, RDED	OUS
Division Chief, AFSD	ODCIMD
SPMD Officer	HRMDO
PPO	FBO
Accountant	ICU Officer
File	