



# LEYTE STATE UNIVERSITY

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*Office of the President*

2 January 2007

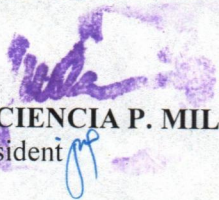
**MEMORANDUM NO. 11**  
Series of 2007

**T O: Ms. Ma. Cristina U. Ramirez**  
**R E: Designation as Training Coordinator**

Effective January 12, 2007, you are hereby designated as Training Coordinator under the HRMDO with the following functions:

1. Prepare a comprehensive Training Program for LSU administrative staff in coordination with ODA.
2. Coordinate with the Office of the Director for Instruction in monitoring implementation of the Faculty Development Program in order to come up with complete university record of scholarships, fellowships and attendance to trainings/seminar-workshops of faculty members.
3. Coordinate in the conduct of duly approved in-house training and re-echo seminars by staff who just come from trainings.
4. Prepare plans and other interventions to motivate existing staff and to develop understudies for heads who are expected to retire in few years.
5. Perform other functions as directed by HRMDO Head and the Director for Administration.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: OVPAF  
OVPA  
OVPDEA  
OUS  
ODCI/ODREx  
ODA/ODF  
HRMDO  
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Records  
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