



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

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Office of the President

2 September 2005

**MEMORANDUM NO. 233**  
Series of 2005

**T O: Prof. Jacob Glenn F. Jansalin**

**R E: Designation as College Secretary of the College of Arts and Sciences**

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, College of Arts and Sciences, you are hereby designated College Secretary of the College of Arts and Sciences effective September 2, 2005 until December 31, 2007 or unless sooner revoked or terminated by higher authorities. The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Executive Committee and other important committees of the College including the Academic Council, if applicable.
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

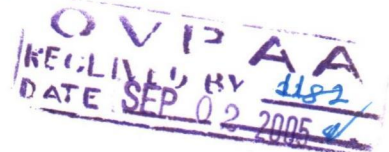
cc: Dean, CAS  
OVPA - *9/19/05*  
OVPAF - *9/19*  
OVPDEA - *9/19*  
OUS -  
ODREx -  
ODCI -  
DoPAC - *9/19/05*  
DBS - *9/19/05*  
DLABS - *9/19/05*  
DMPS -  
Registrar -  
Grad. School & Open Univ.  
Accounting - *9/19/05*  
ODA - *9/19/05*  
ODF - *9/19/05*  
USSO - *9/19/05*  
HRMDO - *9/19/05*  
Records  
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*Obs - [Signature]*



# COLLEGE OF ARTS AND SCIENCES

Leyte State University  
Visca, Baybay, Leyte



OFFICE OF THE DEAN

September 02, 2005

Dr. Paciencia P. Milan  
President, LSU

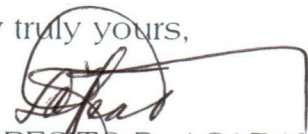
Thru: Dr. Jose L. Bacusmo  
Vice President for Academic Affairs

Dear Pres. Milan:

I wish to recommend PROF. JACOB GLENN F. JANSALIN as College Secretary of the College of Arts and Sciences effective September 2, 2005 until December 31, 2007.


Thank you very much.

Very truly yours,



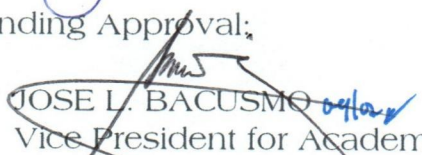
ANDRESITO D. ACABAL  
Dean, CAS

Conforme:



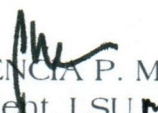
JACOB GLENN F. JANSALIN

Recommending Approval:



JOSE L. BACUSMO  
Vice President for Academic Affairs

Approved:



PACIENCIA P. MILAN  
President, LSU