



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

3 February 2006

MEMORANDUM NO. 28

Series of 2006

T O: Ms. Redempta L. Soria 

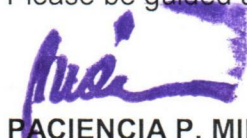
R E: New Office Assignment

In order to effect our reorganization and our desire to maximize resources and fully utilize skills and expertise of personnel, you are hereby transferred to the Office of the Vice President for Development and External Affairs effective February 15, 2006. This newly created office needs to be provided with staff that possesses the skills and expertise to make it effective. Incidentally, your present skills and expertise could be put to best use in the newly created office.

Your specific statement of duties and responsibilities are the following:

1. Supervises the administrative staff at OVPDEA. (10%)
2. Monitors budgetary needs and appropriations of offices under OVPDEA and provides mechanisms for effective utilization of funds. (15%)
3. Encodes and manages the data banking of technical and non-technical information needed for the development planning of LSU including the external campuses. (40%)
4. Coordinates with retirees, scientists and students on the volunteer program of the university. (20%)
5. Performs other functions as may be required by higher authorities. (10%)


Please be guided accordingly.



PACIENCIA P. MILAN

President 

cc: Dr. B. B. Dargantes, ISRDS 

Dr. M. K. Palomar, OVPDEA 

HRMDO 

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