



# LEYTE STATE UNIVERSITY

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*Office of the President*

3 June 2004

## MEMORANDUM NO. 160

Series of 2004

**T O: Ms. Teresita Jocson**

**R E: Designation as Head of Research & Extension**

By virtue of the authority vested in me by the LSU Board of Regents, you are hereby designated Head of the Research and Extension Office of the LSU Tolosa Campus effective June 1, 2004 until May 31, 2005 or unless sooner revoked or terminated by higher authorities.

As Head, you are expected to prepare development plans and programs, coordinate with other faculty members in preparing research and extension proposal and monitor the implementation of approved research and extension projects.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**

President 

cc: OIC Dean, LSU-Tolosa Campus

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