



LEYTE STATE UNIVERSITY

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Office of the President

13 August 2004

MEMORANDUM NO. 206

Series of 2004

T O: Mrs. Anita C. Vallar


R E: Designation as Food Processing Project In-Charge

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Sergio G. Temporada, you are hereby designated Food Processing Project In-Charge effective July 1, 2004 until June 30, 2005 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Prepares a plan of activities to be followed throughout the school year.
2. Takes charge in the proper maintenance of the food processing equipments in the Foods Laboratory.
3. Requisitions supplies, materials and ingredients needed in food processing.
4. Produces processed foods like hotdog, longganisa, ham, tocino, ice cream and other products taken from the crop and animal farms of the college for income generation.
5. Approves, recommends scientific practices to be adopted to promote high efficiency and effectiveness in the project management.
6. Seeks for updated technologies to be adopted to augment production and income.
7. Submits project reports as required by the Dean and the IGP Officer.
8. Supervises in the maintenance and cleanliness of the Bakery and Canteen which are also centers of food processing and production.
9. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dept. Heads
Division Head, ASD
Division Head, AFSD
Division Head, RDED
Head, OSA

OVPA - *over*
OVPAF - *over*
OVPRE - *over*
OUS - *over*
ODCIMD - *over*
ODA - *over*
HRMDO - *over*
Acctg. - *over*
Records - *over*
File - *over*