



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

11 January 2005

MEMORANDUM NO. 2

Series of 2005

T O: Ms. Merlyn N. Rojas

**R E: Designation as Head, Department of Production Technology
LSU – Villaba Campus**

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Villaba Campus Dean, Dr. Conchita N. Astrologo-Ito, you are hereby designated Head of the Department of Production Technology effective January 3, 2005 until December 31, 2005 or unless sooner terminated or revoked by higher authorities.

As Department Head, you are entitled to the privileges and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. Merlita D. Veloso
LSU – Villaba Campus
OVPAA
OVPAF
OVPRE
OUS
ODCIMD
ODA
ODF
COA
HRMDO
Accounting
Cash
Records
File

Op# 36
LE-05

OVPA
RECEIVED BY
DATE: JAN 04 2005

LEYTE STATE UNIVERSITY-Villaba Campus
(COLLEGE OF EDUCATION AND AGRICULTURAL TECHNOLOGY)
LNCAST, Villaba, Leyte 6537 Philippines

Office of the College Dean

January 4, 2005

**The University President
Leyte State University – Villaba Campus
ViSCA, Baybay, Leyte**

Madam:

I have the honor to request approval for the new designation of MERLYN N. ROJAS Head, Department of Production Technology effective January 3, 2005 to December 31, 2005.

Thank you very much for your kind consideration on this request.

God Bless you.

Very truly yours,

Conchita Astrologo Ito
CONCHITA ASTROLOGO- ITO, Ph. D.
College Dean

CAI/Yalau
010405

RECOMMENDING APPROVAL

Manuel K Palomar
MANUEL K PALOMAR
PRES FOR ACADEMIC AFF