



# LEYTE STATE UNIVERSITY

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*Office of the President*

15 June 2006

**MEMORANDUM NO. 102**

Series of 2006

**T O: Dr. Arturo E. Pasa**

**R E: Designation as College Secretary of the College of Forestry and Natural Resources (CFNR)**

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, CFNR, you are hereby designated College Secretary of the College of Forestry and Natural Resources (CFNR) effective immediately 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 College committees 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: Dr. M. J. C. Ceniza  
Dr. J. M. Quimio  
OVPAA  
OVPAF  
OVPDEA  
OUS  
Deans  
Directors  
DFWMC  
Dept. of Agroforestry  
Registrar  
Accounting  
HRMDO  
Records  
File