



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

11 July 2003

MEMORANDUM NO. 159

Series of 2003

T O: Dr. Ruben M. Gapasin

R E: Designation as College Secretary of the College of Agriculture

By virtue of the authority vested in me by the LSU Board of Regents, you are hereby designated College Secretary of the College of Agriculture effective July 16, 2003 until July 15, 2004 or unless sooner revoked or terminated by higher authorities. As College Secretary, you shall serve as the secretary of the Executive Committee and the College Council. In addition, you are expected to perform the following duties and responsibilities:

1. Take over the functions and responsibilities of the Dean in his absence.
2. Coordinate with the Registrar regarding registration, class schedule and examinations and with the Admission's Officer concerning students' entry and reentry into the various Departments under the College of Agriculture.
3. Assist the Dean in the preparation, review and submission of reports as may be required.
4. Keep/update records of the College.
5. Perform other duties that may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Office of the Dean, CA
OVPA
OVPAF

OVPRE
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ODCIMD

DPM
DASS
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DGRP
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HRMDO

Records
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