



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

10 July 2003

MEMORANDUM NO. 154

Series of 2003

T O: Dr. Daniel Leslie Tan *9/7/15*

R E: Designation as College Secretary of the College of Engineering & Agri-Industries

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Dean, College of Engineering and Agri-Industries, you are hereby designated College Secretary of the College of Engineering and Agri-Industries effective May 1, 2003 until April 30, 2004 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 committees of the College 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.

P. Milan
PACIENCIA P. MILAN
President *JP*

cc:

Dean, CEAI - *ch*
OVPA - *ch*
OVPAF - *ch*
OVPRE - *ch*
OUS - *ch*
ODCIMD - *ch*
DAE - *ch*

DCST - *ch*
DOE - *ch*
DBM - *ch*
DFST - *ch*
HRMDO - *ch*
Records - *ch*
File - *ch*