



# LEYTE STATE UNIVERSITY

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*Office of the President*

13 August 2004

## MEMORANDUM NO. 204

Series of 2004

**T O: Mrs. Rosario T. Centino**

**R E: Designation as Garments and Curtains Production 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 Garments and Curtains Production 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. Prepares the budgetary requirements of the project.
3. Requisitions materials and supplies needed in the project.
4. Takes charge of the maintenance and cleanliness of the Garment Trade Laboratory.
5. Sees to it that all sewing machines and other equipment are properly maintained.
6. Produces academic gowns and curtains for income generation.
7. Submits periodic project reports required by the Dean and the IGP Officer.
8. 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  
HRMDO - 9/25/04  
Records  
File

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