



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

1 January 2004

MEMORANDUM NO. 62

Series of 2004

T O: Dr. Lucia M. Borines

R E: Designation as Head, LSU Plant Disease Diagnostic Laboratory

You are hereby designated Head, LSU Plant Disease Diagnostic Laboratory effective January 3, 2004 until December 31, 2004 or unless sooner terminated or revoked by appropriate authorities. Your duties and responsibilities are the following:

1. Exercise supervision and management of the Diagnostic Laboratory;
2. Spearhead in the diagnosis of plant diseases especially those related to abaca diseases as priority concern of LSU;
3. Coordinate with the National Abaca Research Center so as to certify that abaca planting materials for distribution/selling are disease free;
4. Train laboratory technicians, researchers and others who are authorized to use the facility;
5. Prepare annual work and financial plan;
6. Source out funds to ensure sustainability and viability of the laboratory;
7. Submit quarterly, mid-year and annual accomplishment reports to OVPRE;
8. Present outputs and status of operation of the Laboratory in In-House Reviews and R and E Symposia as a service facility of the University.

Please be guided accordingly.


PACIENCIA P. MILAN

President

cc: Dr. J. L. Bacusmo

Dr. L. R. Gonzal

Dr. L. M. Noriel

Records

File