



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines
Telefax: 053-3352601

Office of the President

10 November 2003

MEMORANDUM NO. 250

Series of 2003

T O: Ms. Rosela T. Bandalan

R E: Designation as Affiliate Staff of the Culture and Arts Center

By virtue of the authority vested in me by the LSU Board of Regents and as per recommendation of Prof. Thelma C. Zafra, you are hereby designated affiliate staff of the Culture and Arts Center. You shall act as Property and Costume Custodian of CAC.

As affiliate staff, you are to render services to help carry out CAC's plans and programs in coordination with your office head.

This appointment shall take effect immediately unless sooner terminated or revoked by competent authorities.

Please be guided accordingly.


PACIENCIA P. MILAN
President 

cc: Prof. T. C. Zafra, CAC
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CULTURE AND THE ARTS CENTER
Leyte State University
Visca, Baybay, Leyte

November 4, 2003

Dr. Paciencia P. Milan
President
Visca, Baybay, Leyte

Dear Dr. Milan:

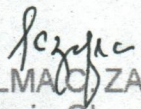
Greetings!

I would like to recommend Ms. Rosela T. Bandalan as the Property and Costume Custodian of the Culture and The Arts Center.

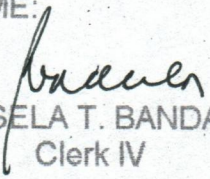
The appointment that your office may subsequently issue out of this endorsement shall be used in the justification of the computations of workload units at CAC plus those in her mother unit. Twenty to twenty five percent (20-25%) of her time shall be spent to carry out CAC's plans and programs.

Thank you.

Very truly yours,


THELMA C. ZAFRA
Officer-in-Charge, CAC

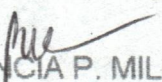
CONFORME:


ROSELA T. BANDALAN
Clerk IV

Recommending Approval:

MA. CRISTINA U. RAMIREZ
Head, PSO

APPROVED:


PACIENCIA P. MILAN
President

Property and Costume Custodian Duties and Responsibilities

1. Takes charge of all the properties, equipments and costumes of the center.
2. Takes charge in accordance with S-PMD procedures in the procurement of the costumes and decoration materials, as well as the technical equipment.
3. Takes charge in loaning out and receiving borrowed and rented costumes, and other CAC property & equipment.
4. Facilitates annual inventory of supplies, materials and equipment in coordination with the S-PMD and COA representatives.
5. Perform other duties as may be determined necessary by the center head.