



# LEYTE STATE UNIVERSITY

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Philippines

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*Office of the President*

16 February 2004

**MEMORANDUM NO. 53**

Series of 2004

**T O: Dr. Bernardita P. Germano**  
**R E: Duties and Responsibilities as In-Charge, FIMFS Consortium Administrative Base**

In connection with your designation as In-Charge, FIMFS Consortium Administrative Base effective January 1, 2004 to December 31, 2004, your duties and responsibilities shall include the following:

1. Serve as the liaison officer of the Consortium and initiate linkages both national and international;
2. Coordinate courses/subjects offered within the consortium program in both M.S. and Ph.D. in Marine Biology and recommend long-term and short-term consultants relative to the consortium program;
3. Take charge of documents/files and inventories of all equipment and laboratory wares acquired through the Consortium;
4. Send collection notice and manage "Consortium Institution Contribution" for consortium programs/activities;
5. Oversee the implementation of the programs of the Consortium.

As such, for all activities and disbursement of funds, communication/papers/requests shall pass through the Graduate School for recommendation to OP for approval. This supercedes Memorandum No. 08, Series of 2004.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Dr. Belonias - *for*  
Dr. Villacarlos - *pr'a*  
Records  
File