



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

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Office of the President

7 September 2006

MEMORANDUM NO. 184

Series of 2006

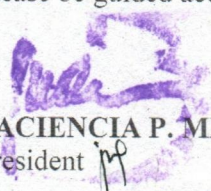
T O: Dr. Merlita D. Veloso

R E: Designation as College Secretary of the College of Education and Agricultural Technology (LSU-Villaba Campus)

By virtue of the authority vested in me by the LSU Board of Regents and as recommended by Dr. Conchita A. Ito, Dean, LSU-Villaba Campus, your designation as College Secretary of the College of Education and Agricultural Technology (CEAT), LSU-Villaba Campus is hereby renewed effective September 1, 2006 until August 31, 2007 or unless sooner revoked or terminated by higher authorities. The responsibilities of this designated position are as follows:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Administrative Council, Academic Council and other important committees of the College;
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.


PACIENCIA P. MILAN
President

cc:	LSU – Villaba Campus	ODF
	OVPAA	ODA
	OVPAF	Budget
	OVPDEA	COA
	ODCI	Cash
	OUS	Records
	Acctg.	File

DP# 7053

FILE OF THE PRESIDENT
RECEIVED
DATE: 8/27
RECEIVED
VISA BAYBAY LEYTE

RECEIVED BY: 1292
DATE: AUG 31 2006

LEYTE STATE UNIVERSITY – VILLABA CAMPUS
(COLLEGE OF EDUCATION AND AGRICULTURAL TECHNOLOGY)
LNCAT, Villaba, Leyte 6537 Philippines

Office of the College Dean

August 31, 2006

The University President
Leyte State University – Villaba Campus
ViSCA, Baybay, Leyte

Madam:

I have the honor to request approval for the renewal of the designation of the following Department Heads effective September 1, 2006 to August 31, 2007.

1. Prof. Felipe S. Casas – Head, Department of Teacher Education
2. Dr. Felipe Q. Albeos - Head, Department of Research and Extension
3. Dr. Gavino E. Romero, Jr. Head, Department of Agricultural Technology
4. Dr. Merlita D. Veloso – College Secretary

Hoping for your kind consideration on this regard.

Thank you and more power.

Very truly yours,

Conchita Astrologo Ito
CONCHITA ASTROLOGO-ITO, Ph.D.
College Dean

RECOMMENDATION/ APPROVAL:

Jose L. Bacusmo
JOSE L. BACUSMO

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Approved
me