



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

28 October 2002

MEMORANDUM NO. 252
Series of 2002

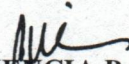
T O: Mrs. Cecila S. Rojas

R E: Designation as Planning and Development Officer, LSU-Isabel Campus

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Daniel M. Tudtud, Jr., you are hereby designated Planning and Development Officer effective November 1, 2002 until October 31, 2003 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Consolidates plans (annual, 5-year or 10-year) of the different departments and units of the LSU-Isabel Campus;
2. Reproduces the consolidated plan of the College and distributes them to the different departments, units and offices of the College and the LSU-Main Campus;
3. Consolidates accomplishment reports of the different departments, units and offices of the College for the Annual Report of the College and the University;
4. Prepares documents needed to support the budget proposal of the College;
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Department Heads
College Secretary
Division Chief, ASD
Division Chief, AFSD
Division Chief, RDED
SPMD Officer
PPO
FBO
Accountant
ICU Officer
Records