



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

26 June 2003

MEMORANDUM NO. 141

Series of 2003

T O: Mr. Efrim L. Calixtro
R E: Designation as Animal Project In-Charge

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Sergio G. Temporada, you are hereby designated Animal Project In-Charge effective immediately until June 30, 2004 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Prepares a plan of activities to be followed throughout the school year.
2. Takes care of the animals raised by the College.
3. Requisitions feeds, vaccines and biologics necessary for the proper maintenance of the project.
4. Requisitions supplies and materials needed in the project.
5. Conducts periodic immunization of swine, poultry and other farm animals of the school.
6. Approves/recommends scientific practices to be adopted to promote high efficiency and effectiveness in the project management.
7. Certifies animal fits for breeding and for human consumption.
8. Submits project reports as required by the Dean and the IGP Officer.
9. Request laborers if necessary.
10. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dept. Heads
Division Head, ASD
Division Head, AFSD
Division Head, RDED
Head, OSA
HRMDO - 7/4/03
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