



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

27 April 2004

**MEMORANDUM NO. 115**

Series of 2004

**T O: Mr. Diego Petronio**

**R E: Designation as Chief Security Officer of LSU Tolosa Campus**

In order to strengthen security for the protection of life and property within the LSU Tolosa Campus, you are hereby designated Chief Security Officer in addition to your regular duties as Security Guard effective immediately until December 31, 2004 or unless sooner revoked or terminated by proper authorities.

Specifically, your duties shall include:

1. Supervise guards/watchmen to ensure their efficient and effective performance.
2. Determine guarding schedule, approve changes of shift or tour of duty and other matters pertaining to assignment of a guard on duty.
3. Give instructions to guards/watchmen to ensure protection of fishpond and other IGPs of the school.
4. Report violations committed by erring guards/watchmen for appropriate action.
5. Initiate filing of appropriate action before the barangay or Prosecutor's Office against outsiders apprehended for stealing and/or criminal offenses within the campus.
6. Submit proposal to improve campus security system.
7. Performs other functions as directed by superiors.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: OIC Dean, LSU Tolosa Campus  
OVPAF  
Security Office, LSU Main  
ODA  
HRMDO  
Records  
File