



# LEYTE STATE UNIVERSITY

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*Office of the President*

29 April 2004

## MEMORANDUM NO. 117

Series of 2004

<b>T O:</b>	<b>Dr. Jose L. Bacusmo</b>	<b>- Chairperson</b>
	<b>Dr. Misael T. Diputado, Jr.</b>	<b>- Member</b>
	<b>Dr. Lina T. Villacarlos</b>	<b>- Member</b>
	<b>Dr. Roberto C. Guarte</b>	<b>- Member</b>
	<b>Dr. Gregorio J. Galinato, Jr.</b>	<b>- Member</b>
	<b>Dir. Norma V. Cala</b>	<b>- Member</b>
	<b>Ms. Teresita L. Quiñanola</b>	<b>- Member</b>

**R E: LSU Scholarship/Fellowship Awards Committee - Academic Staff**

With Dr. Jose L. Bacusmo as Chairperson, Ms. Teresita L. Quiñanola as Secretary and the rest as members, the LSU-SFAC – Academic Staff is hereby reconstituted effective immediately until December 31, 2004. This designation remains valid unless terminated or revoked by the undersigned.

The functions of the Committee are as follows:

1. To review regularly and improve, existing policies, rules, standards, general guidelines and practices affecting the scholarship/fellowship program of the University.
2. To assist the Academic Personnel Board in formulating an effective staff development program based on the requirements and staff patterns of the various academic units.
3. To review applications of staff and or recommendations of departments/center heads for all short and long term formal and non-formal trainings/scholarships and sabbatical assignments that require allocation of resources and/or official sanction by the University President and recommend action through the Academic Personnel Board.

4. To schedule annual staff development based on available university resources.
5. To perform other functions related to scholarship/fellowship that may be assigned by the President.

This memorandum supersedes all other orders/memoranda issued earlier on the same subject.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Dr. Felix J. Amestoso  
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OVPRE  
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