



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the University President

27 October 2004

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the “**Appointment of the following LSU Personnel to Designated Positions**” effective upon on the dates specified or unless sooner terminated or revoked by higher authorities.

<u>Name</u>	<u>Position</u>	<u>Effectivity</u>
1. Mr. Daniel M. Tudit, Jr.	OIC-Dean LSU-Isabel Campus	Sept. 1, 2004
2. Dr. Ernesto C. Bumatay	Secretary College of Forestry	6/09/04-6/08/05

I am, therefore, recommending the same **FOR CONFIRMATION** by the Board of Regents.

Very truly yours,


PACIENCIA P. MILAN
University President

BOARD ACTION : _____
DATE : 27 October 2004

FW-8
Ab-1
Ag-1



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

31 August 2004

MEMORANDUM NO. 209

Series of 2004

T O: Mr. Daniel M. Tudtud, Jr.

R E: Designation as OIC-Dean, LSU-Isabel Campus

In view of the retirement of Prof. Sergio G. Temporada, OIC Dean of LSU Isabel Campus, you are hereby designated OIC Dean of LSU Isabel Campus effective September 1, 2004 until such time that a new Dean shall have been designated or unless sooner revoked or terminated by higher authorities.

As OIC Dean, you are entitled to whatever remuneration due to the office subject to existing policies and guidelines.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPAA
OVPAF
OVPRE
ODA
ODF
ODCIMD
OUS
HRMDO
Accounting
Cash
COA
LSU Isabel
Prof. S. Temporada
Records
File



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

9 September 2004

MEMORANDUM NO. 215

Series of 2004

T O: Dr. Ernesto C. Bumatay

R E: Designation as College Secretary of the College of Forestry

By virtue of the powers vested in me by the LSU Board of Regents and as recommended by the College of Forestry Personnel Board and the Vice President for Academic Affairs, your designation as College Secretary of the College of Forestry is hereby renewed effective June 9, 2004 until June 8, 2005 or unless sooner revoked or terminated by higher authorities. The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College.
2. Serves as Secretary of the College Executive Committee and other important committees of the College including the Academic Council, if applicable.
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: Dean, College of Forestry

OVPAA
OVPAF
OVPRE
OUS
ODC/MD
DOF
DFWMC
HRMDO
Records
File