



REPUBLIC OF THE PHILIPPINES  
LEYTE NORMAL UNIVERSITY  
TACLOBAN CITY  
OFFICE OF THE UNIVERSITY PRESIDENT

October 31, 2014

Special Order No. 512  
Series of 2014

TO : DR. ROMMEL L. VERECIO *Juan*  
SUBJECT : DESIGNATION AS CHAIR OF THE BSIT AND COMPUTER EDUCATION  
UNIT

In the interest of public service, you are hereby designated as Chair of the BSIT and Computer Education Unit effective November 01, 2014 until revoked. It is understood that this designation carries with it no extra compensation except for Vacation & Sick Leave Credits, privileges and allowances that may be authorized. You are given only three (3) teaching loads but you will be required to render a combined service of eight (8) hours a day from Monday to Friday.

As such, your task shall include, but are not limited to the following:

1. Develop and implement for the coming school year an action plan for the unit;
2. Program teaching loads and schedules in coordination with other Unit Chairs, Deans, and Registrar for consideration by the Vice President for Academic Affairs and the approval of the University President;
3. Review and, if necessary, propose revisions of the syllabi of the faculty under your supervision;
4. Formulate guidelines for screening of students who seek admission as majors/minors of the unit;
5. Oversee the management, supervision and evaluation of the faculty members of the unit;
6. Perform other tasks that may be assigned by the University President.

This order supersedes any other issuances inconsistent hereto.

FOR YOUR GUIDANCE AND COMPLIANCE.

*Juan*  
JUDE A. DUARTE, DPA  
University President

CONFORME: *Juan*

cc:

VPAA  
VPAF  
VPRE

CAO-Admin  
CAO- Finance  
Accounting

HRMO/Records  
COA  
File