



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

20 November 2004

MEMORANDUM NO. 278

Series of 2004

T O: Engr. Nestor M. Israel — 83 11-22/04
Superintendent, PPO

R E: Skills Training Program
25 November 2004

Please recommend at least two senior staff of the **Physical Plant Office** to attend a Skills Training using modern technology to create job opportunities, promote health and safety and improve productivity and efficiency offered by Deutsche Motorgerate, Inc. at the CCE on 25 November 2005 starting at 9:00 a.m. until noontime. After the training, the participants shall be given a certificate as trainors.

Likewise, recommend another 2 laborers/administrative aide/utility personnel to attend the afternoon session at 2 o'clock at the same venue.


PACIENCIA P. MILAN
President