



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

13 May 2002

MEMORANDUM NO. 118

Series of 2002

T O: All Department Heads

**R E: Reminder of the No-Class/Exam Policy Every 4:00 O'clock in the
Afternoon of Tuesdays and Thursdays**

You are hereby reminded to please observe the long-standing policy of leaving Tuesdays/Thursdays vacant to allow both students and faculty to attend to extra curricular activities and for departmental exams for multiple section-lecture classes.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPAA
ODCIMD
Records
File