



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

16 February 2007

MEMORANDUM NO. 33

Series of 2007

T O: Ms. Raileen Diaz
Ms. Nelfa Glova
Mr. Andrew Mazo
Mr. Jerry Posas
Ms. Alma Rosillo
Ms. Marilou Sta. Iglesia
Mr. Marlon Tambis
Ms. Pauline Caintic

R E: Non-Submission of Written Explanation

Memorandum No. 226, Series of 2006 was issued by this office requiring you to submit a written explanation why you should not be charged for habitual tardiness.

Records show that you have not submitted the required explanation until the present although you received your copy of the memo last December 20, 2006.

You are therefore given five (5) days from receipt hereof to submit the required explanation.

PACIENCIA P. MILAN

President