



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

21 February 2002

MEMORANDUM NO. 71

Series of 2002

T O: Engr. Celso Gumaod

A handwritten signature in black ink, appearing to read "Celso Gumaod".

R E: Conduct Of An Investigation

a number of complaints have reached this office regarding problems met by our staff due to dispatching and merging of trip tickets. In this connection, please conduct an investigation on this matter at your level and submit findings to this office not later than March 1, 2002.

For compliance.

A handwritten signature in purple ink, appearing to read "Paciencia P. Milan".
PACIENCIA P. MILAN
President

Handwritten initials in black ink, possibly "PM".