



# LEYTE STATE UNIVERSITY

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## *Office of the President*

10 November 2005

### **MEMORANDUM CIRCULAR NO. 54**

Series of 2005

**T O: All Staff Within the Administration Building, Library,  
University Student Services Office and OGS**

**R E: Wearing of Uniforms and ID's**

In a meeting among representatives of different offices concerned last November 8, 2005, the following were agreed upon:

1. Compulsory wearing of the new sets of uniform for Wednesdays and Thursdays will start December 1, 2005. Wearing of the uniform for Mondays and Tuesdays is already enforced.
2. A fine of P20.00 will be imposed for those who fail to wear the prescribed uniform for the day starting December 1, 2005.
3. Another fine of P5.00 will be collected for those not wearing their ID's while in the office, also starting December 1, 2005.
4. Office heads are required to submit a report to the Office of the Director for Administration listing the names of the staff under him/her not wearing the prescribed uniform for the day and/or ID. A report of no violations should likewise be submitted, if nobody violates the policy.
5. Fines collected will be remitted to Mrs. Corazon U. Nuevo. Any amount accumulated will be used to support any contribution.
6. Violators of these office rules in the wearing of prescribed uniform and ID will have the option to either pay the agreed fine or face administrative charge of the offence for violation of reasonable office rules and regulations.
7. The Security Guard at the Administration building and staff from the Records Office and the Office of the Director for Administration are directed to help monitor strict compliance of this agreement.

For the information and guidance of all concerned.

  
**PACIENCIA P. MILAN**  
President