



LEYTE STATE UNIVERSITY

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Office of the President

23 September 2005

MEMORANDUM NO. 252

Series of 2005

T O: Mr. Felix Abanera
Mr. Alex Bagarinao
Mr. Prospero Bagarinao
[Handwritten: #11-10-3]

R E: Messenger/Utility Services for the Security Office

In view of the absence of somebody from the Security Office to perform messenger/utility services, you are hereby directed to provide said services to the office. Mr. Abanera is directed to pass by the Security Office every time he goes around the campus and check if there are documents for delivery to other units. Mr. Alex Bagarinao shall likewise respond to any request from Mr. Samuel Modina to deliver or pick up documents for and in behalf of the Security Office. Mr. Prospero Bagarinao is also directed to include the present Security Office in his area to be cleaned every morning.

For compliance.

[Handwritten signature]
PACIENCIA P. MILAN
President *[Handwritten initials]*

cc: Dr. Jose M. Alkino, Jr.
Dr. Juan S. Labra
Ms. Jeanette B. Israel
Mr. Samuel L. Modina
HRMDG
Records
File

[Handwritten: #11-10-3]