



# LEYTE STATE UNIVERSITY

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*Office of the President*

10 January 2003

## MEMORANDUM NO. 10

Series of 2003


- T O: SG Sotico Zapatos**  
**SG Dominador Calle**  
**SG Gregorio Cano**
- R E: Submission on Written Explanation for Not-Attending**  
**an Important Meeting Called by the University President**

In our effort to improve effectiveness of the Security Force of LSU, the undersigned called a special meeting among all Security Guards and selected administrators last Tuesday, January 7, 2003 at 4:00 p.m. at the Pavilion. Specifically, the purpose of the meeting was threefold: to introduce and discuss new policies, to get feedback from Security Guards regarding their assignment and to improve camaraderie and teamwork. You, however, failed to attend said important activity.

In view of this, you are required to submit a written explanation of your absence, otherwise, your actuations will be dealt with severely.

Please submit your explanation to the Director for Administration through the Chief Security Officer not later than January 15, 2003.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President OIC 1/10/03

cc: Dr. J. S. Labra  
Dr. L. B. Cano  
Records  
File