



LEYTE STATE UNIVERSITY

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Office of the President

12 August 2003

MEMORANDUM NO. 182

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T O: Dr. Manuel K. Palomar, VP for Academic Affairs
Dr. Jose M. Alkuino, Jr., VP for Administration and Finance
Dr. Jose L. Bacusmo, VP for Research and Extension

R E: Preliminary Evaluation for SUC Leveling

You are hereby requested to make preliminary evaluation in preparation for SUC leveling. Attached is DBM and CHED Joint Circular No. 1, s. 2003 for your reference. Please coordinate with all offices under you. Note the following dates:

Sept. 1 – 30	- Self Survey
Sept. 30	- Submission to Regional Evaluation Committee
Oct. 1 – Nov. 15	- Evaluation by REC
Nov. 17 – Dec. 15	- Final Evaluation
Jan. 3, 2004	- Issuance of Result

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Prof. Jesusito L. Lim, Executive Officer
Records
File