



# LEYTE STATE UNIVERSITY

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*Office of the President*

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## MEMORANDUM CIRCULAR NO. 42

Series of 2004

- T O:** Vice Presidents for Administration & Finance, Academic Affairs, Research & Extension; Deans of Colleges, Graduate School, Students, Satellite Campuses; Department Heads; Research Center Directors; Directors of Curriculum & Instructional Materials Development, Accreditation & Evaluation, R & E Programs/Technology Dissemination, Finance, Administration; Office/Unit Heads
- R E:** Submission of the 2004 Mid-Year Accomplishment Report

To facilitate early release of the LSU 2004 Annual Report, please submit your accomplishment reports from January 1, 2004 to June 30, 2004. Please follow the following schedules:

- a. Submission of 2004 Mid-Year Accomplishment Reports to respective Deans and Directors copy furnished the Planning Office on or before **July 15, 2004**.
- b. Submission of summary of accomplishments by the Deans/Directors of the different departments, research centers and offices/units under them to their respective Vice Presidents on or before **July 30, 2004**.
- c. Submission of the summarized reports of the three Vice Presidents to the Office of the President on or before **August 10, 2004**.

Attached are the format and flow chart for your guidance.

For immediate compliance.

  
PACIENCIA P. MILAN  
President