



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

12 July 2003

**MEMORANDUM CIRCULAR NO. 36**

Series of 2003

**T O: All College Deans, Department Heads, Faculty, Staff and Students**

**R E: Flower and Garden Show 2003 Opening Program**

In order to encourage attendance of our faculty, staff and students to the formal Opening Program of the Flower and Garden Show 2003 on August 4, 2003 at 3:00 p.m., classes in the afternoon on the said date is shortened for twenty (20) minutes per hour as follows:

**REGULAR TIME**

Lecture:

1:00 – 2:00

2:00 – 3:00

3:00 – 4:00

or

1:00 – 2:30

2:30 – 4:00

Laboratory:

1:00 – 4:00

**SHORTENED TIME**

1:00 – 1:40

1:40 – 2:20

2:20 – 3:00

1:00 – 2:00

2:00 – 3:00

1:00 – 3:00

The Administrative Council and Department/Unit Heads are especially enjoined to attend this occasion.

For information and guidance.

  
**PACIENCIA P. MILAN**  
President

College of Agriculture  
Leyte State University

**DEPARTMENT OF HORTICULTURE**

July 11, 2003

**DR. PACIENCIA P. MILAN**  
President, LSU  
Visca, Baybay, Leyte

Dear **DR. MILAN:**

In behalf of the Organizing Committee of the Flower and Garden Show 2003, I would like to request for the shortening of afternoon classes on August 4 (Monday) to give time for the LSU Faculty and students to attend and view the Formal Opening Program at 3:00 P.M. Also, we would like to request that the key university officials and heads of various departments and centers be required to attend the said event. Attached is the tentative program of the Flower & Garden Show 2003.

I look forward to your favorable action. Thank you.

Very truly yours,

  
**MARILYN M. BELARMINO**

OIC Head, DOH

cc: M.K. Palomar, OVPAA  
DOH clerk