



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

Office of the President

21 May 2003

MEMORANDUM NO: 104

Series of 2003

T O: Engr. Climaco Espina, Jr.

R E: Non-submission of SY 2002-2003 Second Semester Final Grade

It has been reported to this office by the University Registrar that until this time you have not submitted the final grades in Math 122, Math 141 and Phys 21(N027 & A244) for the 2nd Sem. SY 2002-2003 despite OP Memo No. 75 Series of 2003 dated 28 April 2003. In this connection, you are informed that your salary starting May 31, 2003 will be withheld by the Cashier until such time that the final grades are submitted.

A certification from the Registrar that you have submitted the final grades in the above-mentioned subjects should be presented to the Cashier before your salary will be released.

For your guidance.


PACIENCIA P. MILAN
President

cc: Ms. Corazon Nuevo
Ms. Linda Mariscal
Dr. Gregorio Galinato, Jr.
Dr. Manuel Palomar
File