



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

30 April 2002

MEMORANDUM NO. 113  
Series of 2002

T O: Ms. Teresita Quiñanola - *pr. audit slub v*  
Ms. Milagrosa Gamotin - *slub* 5/6/02  
Ms. Erlinda Esguerra - *pr slub*  
Ms. Letecia Ancheta - *pr slub*

R E: Personnel Audit Committee for Tolosa Campus

One of the outcome of the team building seminar last April 23-24, 2002 was the need for a personnel audit of the Tolosa Campus. In this connection with Ms. Teresita L. Quiñanola as Chairperson and the rest as members, you are hereby directed to constitute yourselves into a personnel audit committee for Tolosa Campus. Please conduct your audit the soonest time possible to enable us to identify overloaded and underloaded staff so that the necessary adjustments in the distribution of workload to enhance work efficiency of the concerned staff can be made.

Your committee output should be submitted on or before May 15, 2002.

Please be guided accordingly.

*[Signature]*  
**PACIENCIA P. MILAN**  
President

*Recd: SL 5/06/02*