



# LEYTE STATE UNIVERSITY

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*Office of the President*

19 November 2005

**MEMORANDUM CIRCULAR NO. 59**

Series of 2005

**T O: All LSU Faculty and Staff in Academic Departments/Research Centers/  
Offices**


**R E: Wearing of Prescribed Uniforms and IDs**

Please be informed that all staff within the Administration Building, Library, USSO & OGS will start compulsory wearing of prescribed uniforms and IDs effective December 1, 2005. They agreed that violators will be fined P20.00 for non-wearing of prescribed uniform and P5.00 for non-wearing of ID. Those who will not pay as agreed will be charged for violation of reasonable office rules and regulations.

In view of this, the rest of LSU faculty and staff are likewise directed to comply with the directive in the wearing of prescribed uniforms and IDs effective December 1, 2005. As to the penalty for violators, the Vice Presidents for Academic Affairs and Development and External Affairs are enjoined to immediately convene their respective groups and for them to agree on their penalty to be imposed on violators. If their group cannot agree on any penalty, then the administrative action for violation of reasonable rules and regulations will be the only resort. All Department Heads/Center Directors/College Deans and Office Heads concerned are hereby directed to submit the list of violators to their respective Vice Presidents. The latter are hereby expected to forward said report of violations to the Office of the Director for Administration for possible initiation of administrative disciplinary action.

All Staff of the Physical Plant Office, Supply Property Management Office, Infirmary, Guest House/Pavilion and Hostel are covered by the provisions of MC No. 54, Series of 2005.

For the information and guidance of all concerned.

  
**PACIENCIA P. MILAN**  
President