



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

12 January 2004

MEMORANDUM NO. 04

Series of 2004

T O: Ms. Marilyn Orquilla - *MO*

R E: Relief from Duties as Clerk

The audit of your accounts as VEFI Bookkeeper/Treasurer was not completed due to incomplete records. Likewise, your financial report for the LSU Socio- Cultural Committee and Infirmary has to be complied with.

In view of these, you are relieved of your duties as clerk of the Infirmary for the period January 16 – 31, 2004 to enable you to work with Ms. Milagrosa Gamotin in her audit to finally finish your financial report. During this relief period, you are directed to coordinate with her to ensure that lacking documents, books and other financial records are available for audit so that all your accountabilities will be determined by the end of January.

At the end of the period given, appropriate disciplinary measures shall be instituted if you still could not fulfill your obligations.

For compliance.

Paciencia P. Milan
PACIENCIA P. MILAN
President

cc: Dr. I. Bertulfo - *IB*

Ms. M. Gamotin - *MG*

HRMDO
Records