



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

29 October 2001

MEMORANDUM CIRCULAR NO. 70

Series of 2001

T O: **All Faculty and Staff**

R E: **Contribution for the 2001 Baybay Town Celebration and
Socio-Civic Activities**

As LSU staff and residents of Baybay, our cooperation in the coming Baybay Town Celebration is needed to finance the socio-civic activities of the municipality.

As such, your contribution is solicited and the suggested amounts will be as follows:

1. All faculty and staff (regular, casual, temporary and contractual) receiving P10,000.00 or more per month will donate P100.00.
2. All faculty and staff (regular, casual, temporary and contractual) receiving less than P10,000.00 per month will donate P50.00.
3. Each Dept./Office Head and Center Director shall facilitate the signing of his/her staff the authorization for the Cashier to deduct from the December 1-15, 2001 salary, the amount corresponding to their donation. This is our civic obligation to our town so everybody is requested to cooperate.

All donation must be ready for remittance to Baybay not later than December 15, 2001.


PACIENCIA P. MILAN
President

cc: OVPA
Cash Division
Dr. I. P. Bertulfo
Accounting
Cash
Records
File

