

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A Philippines

Office of the President

29 October 2001

MEMORANDUM CIRCULAR NO. <u>70</u> 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

Président

CC:

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



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A Philippines

	AUTHORIZATION	
/Is. Corazon U. Nuevo		
Cashier		
SU, Baybay, Leyte		
Dear Ms. Nuevo:		
Ve, the undersigned personn lonation to the socio-civic activi	nel hereby authorize you to deduties of the Municipality of Baybay, L	uct from our salary o
<u>Name</u>	Signature	Amount
<u> </u>	<u>oignataio</u>	Milouit

NERELITO P. PASCUAL
Vice President for Administration