



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

18 August 2006

MEMORANDUM NO. 169

Series of 2006

T	O:	Dr. Roberto C. Guarte	-	Chairperson
		Dr. Pedro T. Armenia	-	Member
		Mrs. Linda N. Mariscal	-	Member
		Engr. Manolo B. Loreto, Jr.	-	Member
		Engr. Apolonio M. Encierto	-	Member
		Mrs. Roberta C. Lemos	-	Member
		Mr. Florentino F. Morales, Jr.	-	Member

R E: Ad Hoc Committee to Study re: 4-Day Class Schedule

With Dr. Roberto C. Guarte as Chairperson and the rest as members, please constitute yourselves into an Ad Hoc Committee to study the implementation of the 4-day class schedule. Specifically, the committee is tasked to:

1. Gather feedbacks on the implementation of the 4-day class schedule from various stakeholders of LSU.
2. Ascertain if the schedule has realized savings for the university especially on power usage.
3. Determine effects of the 4-day class schedule on the productivity and effectiveness of LSU faculty, staff and students.

Please submit your output on or before October 15, 2006.

Please be guided accordingly.


PACIENCIA P. MILAN
President