



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

17 February 2005

MEMORANDUM CIRCULAR NO. 9

Series of 2005

T O: All Department/Office Heads and Directors

R E: Submission of Austerity Measures

The Department of Budget and Management Regional Office issued Regional Budget Memorandum No. 01-2005 dated January 15, 2005 reminding all agencies to submit an austerity plan as required per AO No. 103.

In this connection, please submit a quarterly austerity plan that your department/office/center shall adopt and/or intend to adopt that is expected to generate savings. Specific areas of expenditures shall include but not limited to power, fuel, telecommunications, seminars, travels and supplies. A quarter report of compliance with the planned austerity measures shall be required.

Please submit the plan on or before February 28, 2005.

For compliance.


PACIENCIA P. MILAN
President