



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

20 February 2003

## MEMORANDUM NO. 45

Series of 2003

**T O:** Dr. Lourdes B. Cano - Chairman  
Dr. Andresito D. Acabal - Member  
Dr. Buenaventura B. Dargantes - Member  
Ms. Ma. Cristina U. Ramirez - Member  
Dr. Virgenita G. Albarico - Member  
Ms. Teresita L. Quiñanola - Secretary, *Non-voting Member*

**R E:** Grievance Committee

With Ms. Lourdes B. Cano as Chairman, please constitute yourselves into a Grievance Committee effective immediately until revoked or changed by proper authorities. Drs. Buenaventura B. Dargantes and Virgenita G. Albarico are representatives of the ViSCA Faculty Association (VFA). As a committee, your duties and responsibilities are as follows:

1. Resolve expeditiously the complaints or grievances filed by LSU employees to the Administration against any officer or employee of the government at all times at the lowest level possible.
2. Conduct an investigation and hearing within ten working days from receipt of the grievance and render a decision within five working days after the investigation.
3. Submit a quarterly report of its accomplishments and status of unresolved grievances to the CSC Regional Office.

For compliance.

  
**PACIENCIA P. MILAN**  
President

cc: Dr. A. Acedo, Jr.  
Records  
File