



LEYTE STATE UNIVERSITY

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Office of the President

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MEMORANDUM CIRCULAR NO. 18

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T O: All Deans, Dept./Office Heads & Center Directors

R E: Seminar on Career & Personality Development for Clerks and Other Administrative Staff

This is to inform you that a Seminar on Career and Personality Development for Clerks and Other Administrative Staff will be conducted on May 19-20, 2003 (first batch) and May 21-22, 2003 (second batch). In this connection, you are requested to allow your staff concerned to attend this seminar.

Kindly contact the Office of the Director for Administration for the names of your staff and the scheduling of their participation.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. L. B. Cano, Director for Administration
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