



# LEYTE STATE UNIVERSITY

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*Office of the President*

21 January 2004

**MEMORANDUM NO. 21**


Series of 2004

**T O: PROF. DANIEL M. TUdTUD, JR.**  
University Secretary

**R E: PREPARATION OF THE REPORT ON KEY CHANGE SIGNAL NO. 8**

In connection with the University-Wide 2<sup>nd</sup> Phase Strategic Planning Workshop scheduled on January 24, 2004 (Saturday), you are hereby assigned to prepare a 15-minute report on the output of Key Change Signal No. 8 – "Lack of succession plans and staff development in R & D and Instruction."

For your guidance.

  
**PACIENCIA P. MILAN**  
President *PP MC 1/24/04*