



# LEYTE STATE UNIVERSITY

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Philippines

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*Office of the President*

28 April 2003

**MEMORANDUM NO: 78**


Series of 2003

**T O: Prof. Lydia Presbitero - pt. 4/28/03**

**R E: Submission of SY 2002-2003 Second Semester Final Grade**

This office has been informed that you have not submitted until now the second semester final grade for Math 20, Stat 136 and Stat 138. Please be reminded of the 24<sup>th</sup> ADCO Meeting held on 26 April 2001 wherein faculty are given a maximum time of one month after the deadline to submit their grades after which their salaries will be withheld. The 1 month allowable period has expired but you are given until May 10, 2003 to submit your grades. Failure to do so would mean withholding of your salary starting May 15, 2003 until such time that you have submitted your grades.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**  
President