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Office of the President

5 October 2005

MEMORANDUM NO. 261
Series of 2005

T O: Dr. Juan S. Labra
All Security Guards

R E: Opening and Closing of the LSU Main Gate at Post No. 1

Effective immediately, the following policies and schedule in the opening and closing of gates at Post No. 1 shall be followed:

- | | |
|--------------------------|---|
| 6:01 am - 9:00 pm | - all gates shall be opened including the pedestrian gates |
| 9:01 pm - 12:00 midnight | - only the entrance gates shall be opened and exit gates totally closed. All outgoing vehicles shall detour and use the entrance gate. |
| 12:01am - 6:00 am | - all gates closed |
| | - No outsiders or vehicles except those belonging to staff and students shall be allowed to enter unless they have legitimate purpose, written consent from the person to be contacted or prior arrangements made by LSU residents. |
- During weekends and holidays only the entrance side including pedestrian gates shall be opened from 6:01 am to 9:00 pm.; public utility vehicles without passengers shall not be allowed to enter.
 - Visitors/Outsiders who intend to check-in at the LSU Hostel after 12:00 MN shall be advised to find accommodations outside except official guests of the University.
 - Guards on Duty shall ensure the placement of appropriate road sign and lighting fixture to illuminate the detour sign to ensure visibility at night, in coordination with PPO.

All issuances issued not in conflict with this order shall still remain in force.

For guidance and compliance.


PACIENCIA P. MILAN
President

September 8, 2005

Dr. Paciencia P. Milan

President

Leyte State University

*Hang, pls. considerate
both memo based on
the comments.*

pi

RE: Comments on Administrative Order pertaining to the Opening and Closing of
LSU Main Gate at Post No. 1


Dear Madame President:

After reviewing the AO pertaining to the Opening and Closing of LSU Main Gate at Post No. 1, I have come to the conclusion that the terms of the said AO are sound and workable for immediate implementation.

Furthermore, I am proposing herewith to add the following items and suggestions:

4. During weekends and holidays, the entrance side shall be totally opened from 6:01 AM to 9:00 PM, and totally closed from 9:01 PM to 6:00 AM. No public utility vehicles shall be allowed to enter without passengers. The exit side shall be totally closed and all outgoing vehicles shall detour and use the entrance gate.
5. At each enactment of the detour wherein outgoing vehicles are directed to use the entrance gate, guards on duty must ensure the placement of an appropriate road sign to mark the closed lane. If necessary, a lighting fixture will be installed to illuminate the said detour sign to ensure visibility at night.

For your consideration and approval,


JOHN S. LABRA
Chief, LSU Security Force

Cc: file