



LEYTE STATE UNIVERSITY

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Office of the President

9 April 2003

MEMORANDUM CIRCULAR NO. 12

Series of 2003


T O: All LSU Faculty and Staff

R E: Addendum to Memorandum Circular # 11 (Sports Outfit)

It has come to the attention of this office that there are staff who already bought cloth or signified buying their own cloth for the sports uniform. In this case, only ONE THOUSAND SIX HUNDRED PESOS (P1,600.00) will be given in cash. The remaining amount of FOUR HUNDRED PESOS (P400.00) will be given upon presentation to Mr. Prisco Vidal (Accounting Division) of the sewn sports outfit which should strictly follow the prescribed color and design prescribed by the LSU Uniform Committee. In case said uniform does not conform with the prescribed uniform, the staff will be requested to get the prescribed one before the release of the remaining balance. This is done to ensure that the sports outfit will be uniform for all LSU faculty and staff.

Please be guided accordingly.

Very truly yours,


PACIENCIA P. MILAN
President