



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

6 November 2002

## MEMORANDUM CIRCULAR NO. 69

Series of 2002

**T O: All Faculty and Staff**

**R E: Contribution for the 2002 Baybay Town Celebration and Socio-Civic Activities**

As LSU staff and residents of Baybay, our cooperation in the coming Baybay Town Celebration is needed to finance the socio-civic activities of the municipality.

As such, your contribution is solicited and the suggested amounts will be as follows:

1. All faculty and staff (regular, casual, temporary and contractual) receiving P10,000.00 or more per month will donate P100.00.
2. All faculty and staff (regular, casual, temporary and contractual) receiving less than P10,000.00 per month will donate P50.00.
3. Each Dept./Office Head and Center Director shall facilitate the signing of his/her staff the authorization for the Cashier to deduct from the November 16-30, 2002 salary, the amount corresponding to their donation. This is our civic obligation to our town so everybody is requested to cooperate.

All donations must be ready for remittance to Baybay not later than December 2, 2002.

  
**PACIENCIA P. MILAN**  
President

cc: OVPAF  
Cash Division  
Dr. I. P. Bertulfo  
Accounting  
Records  
File



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\_\_\_\_\_  
Date

## AUTHORIZATION

**Ms. Corazon U. Nuevo**

Cashier

LSU, Baybay, Leyte

*Dear Ms. Nuevo:*

We, the undersigned personnel hereby authorize you to deduct from our salary our donation to the socio-civic activities of the Municipality of Baybay, Leyte.

<u>Name</u>	<u>Signature</u>	<u>Amount</u>
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*Noted:*

**JOSE M. ALKUINO, JR.**

Vice President for Administration & Finance