

## LEYTE STATE UNIVERSITY

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## Office of the President

19 April 2006

MEMORANDUM CIRCULAR NO. 20 Series of 2006

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LSU Faculty and Staff

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**Travels** 

Due to spiraling cost of fossil fuels/petroleum products all are instructed to save on fuel by minimizing and merging travels using university vehicles. The use of official vehicles inside LSU campus is also discouraged unless transporting supplies and equipment. This office strongly reiterates the merging of trips or else, use of public conveyance shall be imposed.

For your guidance and compliance.

PACIENCIA P. MILAN

President