



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

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MEMORANDUM NO. 229

Series of 2004



T O:	Dr. Lourdes B. Cano	- Chairman
	Dr. Andresito D. Acabal	- Member
	Dr. Salvador C. Dagoy	- Member
	Ms. Ma. Cristina U. Ramirez	- Member
	Dr. Sulpecio C. Bantugan	- Member
	Ms. Teresita L. Quiñanola	- Secretary, Non-voting Member

R E: Reconstitution of the University Grievance Committee

With Ms. Lourdes B. Cano as Chairperson, the membership of the University Grievance Committee is hereby reconstituted effective immediately until revoked or changed by proper authorities. Drs. Salvador C. Dagoy and Sulpecio C. Bantugan are representatives of the LSU Faculty Association (LSUFA). As a committee, your duties and responsibilities are as follows:

1. Resolve expeditiously the complaints or grievances filed by LSU employees to the Administration against any officer or employee of the government at all times at the lowest level possible.
2. Conduct an investigation and hearing within ten working days from receipt of the grievance and render a decision within five working days after the investigation.
3. Submit a quarterly report of its accomplishments and status of unresolved grievances to the CSC Regional Office.

For compliance.


PACIENCIA P. MILAN
President 

cc: Dr. B. B. Dargantes
Dr. V. G. Albarico
LSUFA
HRMDO
Records
File