



# LEYTE STATE UNIVERSITY

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*Office of the President*

20 November 2004

**MEMORANDUM NO. 275**

Series of 2004

**T O: Dr. Edwin A. Balbarino** — *11/22*  
Director, FARMi

**R E: Skills Training Program**  
**25 November 2004**

Please recommend at least two Senior Research Staff and two Research Assistants of **FARMi** to attend a Skills Training using modern technology to create job opportunities, promote health and safety and improve productivity and efficiency offered by Deutsche Motorgerate, Inc. at the CCE on 25 November 2005 starting at 9:00 a.m. until noontime. After the training, the participants shall be given a certificate as trainors.

Likewise, recommend another 2 laborers/administrative aide/utility personnel to attend the afternoon session at 2 o'clock at the same venue.

*P. Milan*  
**PACIENCIA P. MILAN**  
President