



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

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## MEMORANDUM CIRCULAR NO. 37

Series of 2002

**T O: All Concerned**

**R E: Revised Delegation of Authority in the Approval of Travel and Leave of Absence for LSU Staff**

In conformity with our new organizational set-up, the delegation of authority to approve travel and leave of absence for LSU staff is hereby revised.

For the information of all concerned, approval of travel and leave of absence are delegated to the following:

1. **Heads of Office** - 1 to 2 days for academic and administrative staff
2. **Deans** - 1 to 5 days for Unit Heads (dept. heads or institute directors in respective colleges);  
3 to 5 days for all academic staff in instruction, research and extension
- Director for Administration** - 3 to 5 days for administrative staff and maternity leave application
3. **Directors (Curriculum & Instructional Media Development; Accreditation and Evaluation; R&E Program, R & E Technology Dissemination)** - 1 to 5 days for unit heads and 3-5 days for academic non-teaching staff under their offices

4. **VP for Academic Affairs** - 1 to 14 days for deans (Main Campus), directors, heads of Library, Registrar and NSPO and director of IHK;  
6 to 14 days for Unit Heads and teaching faculty in Colleges/Institutes and academic non-teaching staff of OSA, Library and Registrar
- VP for Research and Extension** - 1 to 14 days for center directors, staff directors and  
6 – 14 days for research and extension academic non-teaching staff and faculty
- VP for Administration and Finance** - 1 to 14 days for directors and  
6 – 14 days for administrative staff
5. **President** - Vice Presidents and all heads of units directly under the Office;  
in excess of 14 days for other staff; terminal and study leaves
- all foreign travels regardless of duration.

This Circular supercedes previous issuances on this subject.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President