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Office of the President

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MEMORANDUM CIRCULAR NO. 64

Series of 2005

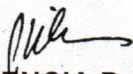
T O: All LSU Employees

R E: Yearly Medical Examination

In compliance with the provisions of CSC MC No. 40, Series of 1998, all LSU employees regardless of status are required to undergo annual medical examinations to ensure that these employees are still fit to continue to work. This includes drug test among others. A driver's license does not exempt one from submitting the most recent result of drug test (2005).

The medical certificate should be submitted to the HRMDO not later than December 31, 2005. Otherwise, those who cannot submit the required medical certificate will not be included in the January 1-15, 2006 payroll.

The cooperation of everybody is required to avoid negative findings from the Civil Service Commission during its unannounced personnel record audit in this university. Negative findings during personnel record audit may result to the cancellation of LSU's accreditation to take action on appointments. This would be very disadvantageous to the university, hence this directive.


PACIENCIA P. MILAN
President

cc: HRMDO
OVPAF
Records
File