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# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

15 January 2004

## MEMORANDUM NO. 14

Series of 2004

**T O:** Dr. Manuel K. Palomar *[Signature]* *1/15/04* Chairman  
Dr. Nerelito P. Pascual - Co-Chairman  
**Members:**  
Engr. Nestor M. Israel *[Signature]* - Physical Arrangement  
Engr. Mario P. Valenzona *[Signature]* - Classrooms and Buildings  
Dr. Delsergs M. Abit *[Signature]* - Health and Sanitation  
Mr. Joel M. Ancheta *[Signature]* - Accommodation  
Dr. Juan S. Labra *[Signature]* - Security  
Prof. Lolito C. Bestil *[Signature]* - Liaison Officer

**R E:** AdHoc Committee for the International Leaders Conference (ILC) of the Youth For Christ (YFC) on April 16- 18, 2004 at LSU

To ensure the success of the said activity and the safety and well-being of the participants, your committee is tasked with the following duties and responsibilities:

1. To make the over-all plan in the utilization of LSU grounds and facilities by the ILC of the YFC
  - a. Location of "tent cities" and portable toilets/bath on campus
  - b. Dormitories available for accommodation
  - c. Garbage management and disposal
  - d. Mess Halls
  - e. Gymnatorium, Convention Center, etc. and classrooms including AV equipment and chairs to be used
  - f. Extracurricular activities and use of sports equipment
  - g. Parking areas
2. To ensure the safety and comfort of participants to the conference
3. To negotiate the payment of fees for the utilization of LSU facilities by the YFC
4. To serve as the direct link between YFC and the LSU Administration on matters that may arise before and during the conference

For your guidance and compliance.

*[Signature]*  
**PACIENCIA P. MILAN**  
President