



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

6 February 2007

MEMORANDUM NO. 30

Series of 2007

T O:	Ms. Ma. Fe A. Baslan	- ODCI
	Prof. Manuel E. Casangcapan	- DAE
	SG Alex O. Elorcha	- Security
	SG Jaime M. Lasquites	- Security
	Mr. Dominador A. Lauzon, Jr.	- DAE
	Dr. Eduardo O. Mangaoang	- CFNR
	Prof. Yolanda D. Mangaoang	- DPM
	SG Rafael C. Mascariñas	- Security
	Prof. Marilyn Z. Oracion	- DBS
	Dr. Nestor L. Pido	- PhilRootcrops
	SG Benjamin L. Restor	- Security
	Mr. Jose F. Saulan	- Library

R E: Submission of Medical Certificate

Based on our records, you have not submitted your medical certificate until now. Hence, you are requested to submit it on or before February 15, 2007, otherwise your salary effective February 16, 2007 will be withheld until submission of the required medical certificate.

For your information and compliance.


PACIENCIA P. MILAN
President