



LEYTE STATE UNIVERSITY

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Office of the President

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MEMORANDUM NO. 272

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T O: All Concerned

R E: Constitution of the Anti-Sexual Harassment Office

In consonance with the LSU Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 (Article V, Section 23), the Anti-Sexual Harassment Office (ASHO) under the Office of the President is hereby constituted effective immediately until December 31, 2007:

Dr. Jose L. Bacusmo	- Chairperson
Prof. Maria Aurora Teresita W. Tabada	- Coordinator
Prof. Manolo B. Loreto, Jr.	- Member
Prof. Elsie E. Salamat	- Member
Ms. Velma P. Bontuyan	- Member
Ms. April Mae U. Nayga	- Member

The ASHO shall perform the following functions (Rule V, Section 24):

1. Receive complaints of sexual harassment and whenever needed, assists complainant in the preparation of a written complaint;
2. Undertake information and educational activities to ensure that the University policy, rules, regulations and procedures on sexual harassment are disseminated and become part of the academic culture;
3. Creatively design or formulate informal procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;

4. Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
5. In every appropriate case, constitute a Hearing Committee as required in the formal procedure set in Rule VI.

For your information and guidance.


PACIENCIA P. MILAN
President

cc: OVPAA
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