



LEYTE STATE UNIVERSITY

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Office of the President

4 March 2003

MEMORANDUM NO. 49

Series of 2003


T O: All Faculty on Teacher's Leave Status
LSU Main Campus

R E: Start of Teacher's Leave

Please be informed that the start of summer vacation for faculty on teacher's leave status will be on March 8, 2003 and will end on May 17, 2003 based on the prescribed seventy days summer vacation leave. However, you are required to attend the 49th Commencement Exercises of the University on March 31, 2003 at 9:00 a.m. at the University Gymnatorium.

All faculty on teacher's leave status are expected to report on May 19, 2003 to make the necessary preparations for the First Semester and get involved in the enrolment of students unless other arrangements have been made as approved by proper authorities.

For guidance and compliance.

for  **PACIENCIA P. MILAN**
President *PP*

cc: OVPAA
Registrar
HRMDO
Records
File