



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

25 October 2004

## **MEMORANDUM CIRCULAR NO. 72**

Series of 2004

**T O: All LSU Regular Employees**

**R E: Yearly Medical Examination**

CSC Memorandum Circular No. 40, Series of 1998, specifically Rule VIII, Section 1, prescribes that Medical Certificate shall be retained/kept in the 201 files of every employees.

Records show, however, that except those who are newly hired or re-employed, the 201 files of LSU regular employees do not contain the required medical examination reports.

In compliance therefore with the provisions of CSC MC No. 40, Series of 1998, all regular LSU employees are required to undergo medical examinations at the Infirmary. Furthermore, medical examinations shall depend upon the discretion of the examining medical officer to ensure that employees concerned are still fit to continue to work.

The medical certificate should be submitted to the HRMDO not later than December 31, 2004. Otherwise, those who cannot submit the required medical certificate will not be included in the January 1-15, 2005 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 Office  
File