



# LEYTE STATE UNIVERSITY

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Philippines

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*Office of the President*

23 January 2004

**MEMORANDUM NO. 37**

Series of 2004

**T O: Dr. Juan S. Labra**

**R E: 2<sup>nd</sup> Phase of Strategic Planning**

You are hereby notified that the 2<sup>nd</sup> Phase of Strategic Planning Workshop will be held on **Saturday, January 24, 2004 at the CCE Building starting at 8:00 a.m.** Lunch and dinner will be provided for this whole day affair.

Bring your 5-Year Plan as an important input for this workshop.

Your attendance is required.

A handwritten signature in purple ink, appearing to read "Paciencia P. Milan", is written over a purple rectangular stamp.

**PACIENCIA P. MILAN**  
President

Received By:  
A handwritten signature in blue ink, appearing to read "Gilbert J. Torres", is written over the text.  
GILBERT J. TORRES  
23 JAN 04