



# LEYTE STATE UNIVERSITY

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*Office of the President*

26 January 2005

**MEMORANDUM CIRCULAR NO. 4**

Series of 2005


**T O: All Faculty and Students**

**R E: Annual Tactical Inspection**

In connection with the ROTC Regional Annual Administrative and Tactical Evaluation (RAATE) on January 29, 2005, please be informed that this office is approving the request to conduct a Special Formation for ROTC cadets and cadettes the whole day of Friday, January 28, 2005. Further, the request for excuse from classes of said cadets and cadettes on Friday is also approved. In this connection, all concerned instructors and students are requested to make the necessary arrangements for lessons that will be missed.

All faculty and students are enjoined to attend the Annual Tactical Inspection on January 29, 2005 to boost the morale of our cadets and cadettes.

For information, guidance and compliance.

  
**PACIENCIA P. MILAN**  
President *enc 1/26/05*

cc: Engr. Manolo B. Loreto, Jr.  
Prof. Aurora S. Alkuino  
Dr. Manuel K. Palomar  
Dr. Edgardo E. Tulin  
College Deans  
Records  
File

**Leyte State University**  
**NATIONAL SERVICE TRAINING PROGRAM**  
Visca, Baybay, Leyte

January 24, 2005

**Dr. PACIENCIA P. MILAN**  
**President**  
Leyte State University

Through: **Prof. AURORA S. ALKUINO**  
**Dean of Students**

**Dr. MANUEL K. PALOMAR**  
**Vice-President for Academic Affairs**

Madam:

During our supposed final practice last Saturday, January 22, 2005, in preparation for the ROTC RAATE on January 29, 2005, the performance of the cadets and cadettes was too far yet from what we expected to compete for the Best Unit. Nevertheless, it is our fervent hope that we can still maintain this prestige. Thus, we plan to conduct one more day to further polish the performance.

In this regard may I request your kind favor to allow us to conduct **Special Formation** for the ROTC cadets and cadettes, the whole day of Friday, January 28, 2005. This is in time that the Villaba cadets and cadettes will come to join the inspection, thus we can practice with them this day. Further, we also request that our ROTC cadets and cadettes be also excused from their respective classes on this said date. We will consider this formation as part of the training day requirements for the whole semester.

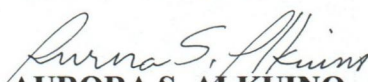
I hope these requests merit your kind consideration.

Very respectfully,

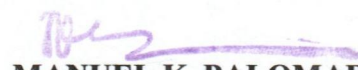


**MANOLO B. LORETO, Jr.**  
Head, LSU NSTP Office

Recommending Approval:



**AURORA S. ALKUINO**  
Dean of Students



**MANUEL K. PALOMAR, Ph.D.**  
Vice-President for Academic Affairs

Approved:



**PACIENCIA P. MILAN, Ph.D.**  
President 012 1-25-05