



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

4 October 2002

MEMORANDUM CIRCULAR NO. 64

Series of 2002

T O: All LSU Campus Residents

R E: Collection of Penalty for Late Payments

It has been observed that the collection of penalty for late payments of bills for utilities has been stopped. In this connection, effective October 2002, said penalty shall be enforced and the Cash Division is hereby directed to implement the collection.

Due to the proximity of the dates between the due date and the payday, the due date shall be changed from 15th to the 20th day of the month following the period covered by the billing.

For compliance.


PACIENCIA P. MILAN
President

cc: Cash Division
OVPAF
ODF
Accounting Div.
PPO
Records
File