



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

14 December 2001

MEMORANDUM CIRCULAR NO. 80

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T O: Project Managers of IGPs and Auxiliary Projects

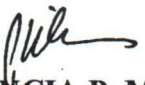
R E: Preparation and Submission of Year 2002 Budget

All Project Managers are hereby reminded to prepare and submit your 2002 budget proposals to LUAPO not later than January 7, 2002 for evaluation by the IGP Board of Management and approval by this office to serve as your guide in implementing your project.

Since we have to augment LSU's budget out of our own income, all project managers are encouraged to maximize utilization of our resources to be able to generate more income. Lands not yet utilized by departments should be temporarily turned over to LUAPO so that same can be made productive.

Existing guidelines in the preparation of your 2002 budget should be followed.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: LUAPO
OAA
IGP Board of Management
Records
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