



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

17 February 2005

MEMORANDUM NO. 38

Series of 2005

T O: Ms. Lucena N. Seroy

R E: Tardiness in Reporting to Office

Records show that you have been tardy for ten (10) times during the month of November 2004. As such, you are advised to report to office on time to avoid being charged of the offense of habitual tardiness.

Please be guided accordingly.


PACIENCIA P. MILAN

President

cc: HRMDO
ODA
Records
File