



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

27 May 2003

MEMORANDUM NO. 111

Series of 2003

T O: Dr. Oscar B. Posas
Dr. Lina T. Villacarlos
Mr. Daniel M. Tudtud, Jr.
Dr. Jose L. Bacusmo
Dr. Lelita R. Gonzal
Ms. Roberta C. Lemos
Engr. Nestor M. Israel
Ms. Corazon U. Nuevo
Engr. Preston E. Racho

Dr. Wolfreda T. Alesna
Dr. Anabella B. Tulin
Ms. Ma. Cristina U. Ramirez
Dr. Nerelito P. Pascual
Ms. Norma V. Cala
Dr. Gregorio J. Galinato, Jr.
Dr. Juan S. Labra
Ms. Linda N. Mariscal

R E: General Registration

To facilitate the smooth flow of the General Registration for the 1st semester SY 2003-2004 on June 2-6 and 9-13, 2003, please extend/allow your staff to render the necessary assistance.

1. Encoders for Enlistment, Printing of CORs and Cashier Assts. – June 2-6 & 9-13, 2003:

Enlistment:

Ms. Cecil Joy Duatin - OVPAA
Ms. Letecia Ancheta - ODCIMD
Mr. Eddie Israel - VOU
Ms. Vivian Balbarino - OUS
Mr. Elmer Lopez - DAE
Mr. Angel Sabusap - DAE
Mr. Don Avila - Acctg. Div.
Ms. Paulina Caintic - VICARP
Ms. Patricia Pala - NARC
Ms. Marites Sales - RETDO

Printing of CORs:

Mr. Raul Abit - Alumni Office
Ms. Rizza Jopson - Procurement Office
Mr. Ronillo Cano - Planning Office


Cashier Assts.:

Ms. Ederlina Diano - Budget Office
Ms. Remenita Solis - Information Office

Note: Except for the Cashier Assts., others are advised to report to the Gym on Friday, May 30, 2003 9:00 a.m. for briefing and training on the use of the OPHRA system.

2. **Engr. Nestor Israel** - for the PPO laborers that will help in the hauling and returning of computers, tables and other facilities needed at the Gym. Hauling will be done on Thursday, May 29, 2003 starting at 9:00 a.m. in the Internet Café Upper Campus Station. Also, the generator should be turned on in case brownout occurs during the enrollment.
3. **Engr. Apolonio Encierto & staff** - for the installation of extension cords/wires for computer, electric fans and sound system outlets on May 29, 2003, 9:00 a.m., Gym.
4. **Dr. Juan Labra** - for the Security Guards that will secure the area and ensure the safety of all equipment in the gym especially during the night starting on May 29 until the end of the registration.
5. **Ms. Roberta Lemos** - for the staff that would serve as Assessors (at least 3 persons) for June 2-6 and 9-13, 2003. Staff that will be identified should report to Ms. Mary Nuñez for briefing anytime this week.

Your utmost cooperation and support is enjoined.


f **PACIENCIA P. MILAN**
President *mc 5/26/03*

cc: Dr. Corazon B. Batoy
Records
File

May 26, 2003

Dr. Manuel K. Palomar
VP for Academic Affairs
Leyte State University
Visca, Baybay, Leyte

Sir:

May I request your office to issue a memorandum for the following people needed for the general registration this semester.

1. Encoders for Enlistment, Printing of CORs and Cashier Assts. - June 2-6 and 9-13, 2003

Enlistment:

Cecil Joy Duatin - OVPA
Letecia Ancheta - ODI
Eddie Israel - VOU
Vivian Balbarino - OUS
Elmer Lopez - DAE
Angel Sabusap - DAE
Don Avila - Acctg. Div.
Paulina Caintic - NARC
Patricia Pala - NARC
Marites Sales - RETDO

Printing of CORs:

Raul Abit - Alumni Office
Rizza Jopson - Procurement
Ronilo Cano - Planning Office

Cashier Assts:

Ederlina Diano - Budget Office
Remenita Solis - PICRO


Note:

Except for the Cashier Assts., others are to be advised to report to the gym on Friday, May 30, 2003 at 9a.m. for briefing and training on the use of the OPHRA system.

2. Engr. Nestor Israel for the PPO laborers that will help in the hauling and returning of computers, tables and other facilities needed at the gym. Hauling will be done on Thursday, May 29, 2003 starting at 9a.m. in the internet café upper campus station (A trip ticket to this purpose is being processed at OP already). Also, for the Generator to be powered on when brownout occurs during the enrollment period.
3. Engr. Apolonio Encierto and staff for the installation of extension cords/wires for computer, electric fans and sound system outlets. May 29, 2003 @ 9a.m. @ Gym.
4. Dr. Juan Labra for the Security Officers that will secure the safety of all equipment in the gym especially during the night starting on May 29 until the end of the registration.
5. Ms. Roberta Lemos for the staff that would serve as Assessors (at least 3 persons). June 2-6 and 9-13, 2003. Persons that will be identified should report to Ms. Mary Nuñez for briefing anytime this week.

Thank you very much for your utmost cooperation and support.

Respectfully yours,


ALEXIS G. BERTULFO
SRA

Noted:


LINDA N. MARISCAL
University Registrar