



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

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MEMORANDUM CIRCULAR NO. 35

Series of 2004

T O: All Administrative Staff and Those with Designated Administrative Positions

R E: Administration Day

We will celebrate Administration Day and launch the opening of the Lago-Lago area for public use. In view of this, all Administrative staff and those faculty members with designated Administrative positions are enjoined to attend said occasion on May 21, 2004, 12 Noon at the Dam. Please bring your food and utensils for a "pot luck" lunch.

Heads of offices concerned are requested to make arrangements regarding the services of their offices especially those involved in enrolment inasmuch as this will be a half-day affair. Somebody should man these offices (e.g. Registrar, Cash, OSA, etc.).

We hope for your participation and cooperation.


PACIENCIA P. MILAN
President