



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

19 April 2002

MEMORANDUM NO. 105  
Series of 2002

**T O:** Ms. Milagrosa Gamotin  
Prof. Rosa Ophelia Velarde  
Prof. Marcelo Quevedo  
Prof. Nilda Amestoso  
Dr. Ramon Laguna  
Ms. Letecia Ancheta

**R E:** Ad Hoc Systems Review Committee

In view of the changes in the processing of documents due to the changes in the government accounting systems and the structural change in the university, you are hereby directed to constitute yourselves as a committee with Mrs. Milagrosa Gamotin as Chairperson. The committee is tasked to review the processing flow of documents specifically in the processing of claims, and procurement. Please submit your recommendations before May 15, 2002.

  
**PACIENCIA P. MILAN**  
President 