



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

6 February 2006

MEMORANDUM NO. 34

Series of 2006

T O: Mr. Samuel Modina
R E: New Assignment at Former ESDMU Office

Please be informed that the Security Staff will soon occupy back their former office. Thus, the need to assign you another work that no longer requires you to climb up the Administration Building due to health reasons.

Effective February 15, 2006, you are assigned to monitor compliance regarding LSU rules and regulations, monitor use of vehicles, and other additional tasks assigned. You are therefore directed to plan your strategy how you can effectively implement this directive.

Please coordinate with Dr. Lourdes B. Cano your other tasks and submit daily report to the Office of the Director for Administration for her appropriate action. You may request the General Services Office (GSO) Utility Worker/Administrative Aide to bring your report to ODA.

For your guidance.

PACIENCIA P. MILAN
President

cc: Dr. L. B. Cano
Prof. N. F. Canada
Dr. J. M. Alkuino, Jr.
Ms. N. V. Cala
GSO
HRMDO
Records
File