



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

*Office of the President*

21 May 2003

**MEMORANDUM NO:** 105

Series of 2003


**T O: Ms. Nena Ramos**

**R E: Non-submission of SY 2002-2003 Second Semester Final Grade**

It has been reported to this office by the University Registrar that until this time you have not submitted the final grades in Stat 133 and Stat 134 for the 2<sup>nd</sup> Sem. SY 2002-2003 despite OP Memo No. 79 Series of 2003 dated 28 April 2003. In this connection, you are informed that your salary starting May 31, 2003 will be withheld by the Cashier until such time that the final grades are submitted.

A certification from the Registrar that you have submitted the final grades in the above-mentioned subjects should be presented to the Cashier before your salary will be released.

For your guidance.

  
**PACIENCIA P. MILAN**  
President

cc: Ms. Corazon Nuevo  
Dr. Remberto Patindol  
Dr. Gregorio Galinato, Jr.  
Dr. Manuel Palomar  
File  
Ms. Linda Mariscal