



# LEYTE STATE UNIVERSITY

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*Office of the President*

18 February 2005

**MEMORANDUM CIRCULAR NO. 13**

Series of 2005

**T O: All Concerned**

**R E: Bringing of Transmittal To/From Cebu**

In view of the absence of a part-time Liaison Officer to bring our transmittal to and from Cebu, all faculty and staff who are on official travel to Cebu are hereby directed to bring the transmittal bag (laptop case) to and from Cebu. This is resorted to in order not to delay the procurement process. Only those who have connecting flights and/or trips to catch up and have no more time to pass by the LSU Cebu Office are exempted from this memorandum.

For compliance.

  
**PACIENCIA P. MILAN**  
President