



LEYTE STATE UNIVERSITY

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Office of the President

22 March 2004

MEMORANDUM NO. 75

Series of 2004

T O: All Concerned

**R E: Policy on Curfew Hours and Rendition of Overtime Work ~~Only if Authorized~~
At the LSU Tolosa Campus**

It has been noted that there are faculty and staff who report to the office even if there is no permit to enter government buildings nor permit to render overtime work. Although this extra effort of faculty and staff should be recognized, certain policies should be observed to protect government properties and the persons accountable thereof.

In addition, Tolosa constituents just come in and out of the campus even during unholy hours of the night and during weekends and holidays when no official business can be transacted.

In view of these, the following policies are hereby issued for strict implementation at the LSU Tolosa campus:

1. All academic and administrative buildings should be padlocked during Saturdays, Sundays and holidays, except when a faculty or staff has an approved permit to enter and render overtime work issued by the LSU Tolosa OIC Dean;
2. Curfew hours at the Tolosa campus should be imposed from 10:00 p.m. to 5:00 a.m. for the residential area while for the class rooms and offices from 6:00 p.m. to 6:00 a.m. The Security Guard on duty is directed not to allow anybody to roam around the administrative and academic buildings during the curfew hours unless they have an approved permit from the LSU Tolosa OIC Dean to render service;
3. The persons responsible for the buildings shall hold the key. For the administration building, Mrs. Elvira Sabulao shall be held personally responsible for said keys. She shall be held answerable if the building is opened by someone without authority given by the OIC Dean.

This memorandum takes effect immediately.


PACIENCIA P. MILAN
President

cc: OIC Dean C.B. Batoy
Ms. Elvira Sabulao