



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

18 April 2005

MEMORANDUM NO. 85

Series of 2005

T O: Mr. Jaime Berondo

R E: Explanation Why You Should Not Be Charged For Insubordination

Records show that until the present, you have not complied with two University requirements to wit:

1. Subject yourself to medical examination on before December 31, 2004.
2. Submission of the new PDS form not later than April 8, 2005.

You are therefore required to submit written explanation why you should not be charged for insubordination due to your non-compliance with the above mentioned requirements.

For strict compliance.

PACIENCIA P. MILAN

President *jp*