

## **LEYTE STATE UNIVERSITY**

Visca, Baybay, Leyte 6521-A Philippines Telefax: 053-3352601

Office of the President

14 May 2003

MEMORANDUM NO. 101 Series of 2003

T O: Dr. Justiniano L. Seroy

R E: Editing of the Annual Report

In view of the leave of absence of Ms. Zenaida Gerona, who was assigned to edit the annual report, please undertake said assignment to avoid further delay in the preparation of the said report.

Please submit your output by May 31, 2003.

PACIENCIA P. MILAN President xo

cc:

Dr. N. P. Pascual Records