



# LEYTE STATE UNIVERSITY

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*Office of the President*

16 June 2005

**MEMORANDUM NO. 127**

Series of 2005

**T O: All Concerned**

**R E: Centralized Messengerial Services at the Administration Building  
Including the Library**

For cost effectiveness and efficiency, getting of mails addressed to officials and offices within the Administration Building including printed materials, books and journals for the Library should be centralized at the Records Office. This means that the Messenger assigned at the Records Office is authorized to get mails from the Post Office and to distribute it to addressees concerned.

For notices, documents, memos and other messengerial services from offices within the Administration building to other buildings within the campus, the same shall be done by Mr. Felix Abanera. Messengerial services, however, from one office to another within the administration including OSA, Library and the Graduate School shall remain to be a function of the existing messenger/clerk of the office concerned.

As such, only the motorcycle based at the Records Office and the one assigned to Mr. Abanera are allowed to be refueled at our Gasoline Station after RIS has been properly approved.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President