



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

6 January 2003

MEMORANDUM NO. 6

Series of 2003

T O: SG Teodulfo Bacalso

R E: Temporary Manning the Administration Building

Please be informed that the undersigned is calling a meeting with all Security Guards tomorrow, January 7, 2003 at 4:00 p.m.

In view of this, you are hereby directed to man the Administration Building tomorrow starting at 4:00 p.m. to allow the guard on duty to attend the meeting called by the undersigned.

You shall be relieved immediately after our meeting is adjourned.

For your compliance.


PACIENCIA P. MILAN

President *mc 1/6/03*

cc: OVPAF - *cl 1/7/03*

ODA - *cl 1/7/03*

Dr. J. S. Labra

Mr. V. B. Jose

Security Office

Records

File

SG. T. BACALSO