



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

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MEMORANDUM CIRCULAR NO. 58

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T O: All College Deans, Professors, Instructors and Students

R E: AACCUP Evaluation

Please be informed that with the coming AACCUP evaluation on December 6-10, 2005, all classes for general education and fundamental courses will be observed randomly by the accreditors especially on December 7-9, 2005. Classes of major courses will be observed only for programs submitted for accreditation. Professors and instructors are requested to be ready of their seat plan (if applicable), record book, course outline and syllabus for inspection by the accreditors.

For information and guidance.

A handwritten signature in black ink, appearing to read "P. Milan", is written over the printed name.

PACIENCIA P. MILAN

President