



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

26 March 2002

MEMORANDUM CIRCULAR NO. 25
Series of 2002

T O: All LSU Faculty and Staff

R E: Four-Day Workweek for April and May 2002

Administrative Order No. 32 from Malacañang, in order to encourage and promote domestic tourism, mandates that for the months of April and May 2002, employees of all departments, bureaus, offices and other agencies under the executive branch of the government, including government-owned or controlled corporations shall report for work four (4) consecutive days of each workweek except on holidays. In compliance with the said AO and as approved during the March 25, 2002 LSU Administrative Council meeting, please be informed that effective April 1, 2002 to May 31, 2002 every Friday is a non-working day for all LSU faculty and staff. All shall however, render from Monday to Thursday not less than ten (10) hours (7- 12, 1-6) of work a day, exclusive of meal periods, except on holidays.

For the week April 8–12, 2002, inasmuch as April 9 is a public holiday and in order for all to enjoy a longer vacation, Monday (April 8) will be a non-working day instead of Friday (April 12).

All unit heads are requested to monitor the proper implementation of this memorandum.

Please be guided accordingly.


PACIENCIA P. MILAN
President