



# LEYTE STATE UNIVERSITY

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*Office of the President*

12 January 2004

**MEMORANDUM NO. 07**

Series of 2004

**T O: Dr. Nerelito P. Pascual** *by 1/14/04*

**R E: 2003 Annual Report**

Please make possible the circulation of the 2003 Annual Report on or before March 31, 2004 in time for the coming graduation first week of April. This will also be an opportune time for us to distribute it to our guests and other state colleges and universities which usually hold their commencement rites at this time of the year. We can cut costs of postage this way.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**  
President