

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

14 April 2004

MEMORANDUM CIRCULAR NO. 31 Series of 2004

T All Concerned 0:

R E: Release of Uniform Allowance

Please be informed that this office has created a committee to recommend the style and kind of additional set of uniform for all LSU faculty and staff in the main and external campuses.

In view of this, this office has allowed the release of our year 2004 uniform allowance of P2,500.00. The remaining P1,500.00 will be used to purchase the new sets of uniform.

Please be guided accordingly.

CIA P. MILAN

President

cc:

Chairperson, LSU Uniform Committee Records

File