



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-335-2601

Office of the President

25 April 2003

MEMORANDUM NO. 82
SERIES OF 2003

T O: Prof. Roque C. De Pedro - *pt. 4/28*
R E: Unauthorized Realignment and Use of Funds

Inasmuch as you spent the FY 1999 Capital Outlay fund amounting to P300,000.00 to pay for the Personal Services and MOOE in the conduct of the Barangay Electrification Program and other activities of the ViSCA-ANEC without prior approval from the proper office, this Office cannot disregard the violation you committed since this puts a question on the University's integrity in managing external funds. In view of this, I have no recourse but to issue this Stern Warning and Admonition of the violation committed. If the same violation will be committed in the future, we have no recourse but to give you the corresponding Administrative disciplinary measure.

For your guidance and compliance.

PACIENCIA P. MILAN
President

cc:

OVPAF
ODA
HRMDO
ACCTG.
Records

Handwritten initials and dates:
- 4/29/03
- 4/29/03
- 4/29/03