



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

28 March 2003

MEMORANDUM CIRCULAR NO. 11

Series of 2003

T O: All LSU Faculty and Staff

R E: Sports Outfit

The Administrative Council has approved the early release of the P2,000.00 uniform allowance with the provision that the sports outfit for athletic activities of LSU faculty and staff will be charged to the remaining balance of P2,000.00. The Committee on Uniform has recommended a sports outfit (jogging pants and jacket or sweatshirt) the color of which is bottle green with gold piping. A staff may opt for a jacket or sweatshirt.

The LSU faculty and staff are free to look for his/her own tailor provided the prescribed color and design are strictly followed. The Committee is, however, suggesting the following tailor from Cebu City:

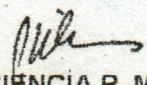
Tailoring	Jacket		Jogging Pants	Sweatshirt
	W/hood	W/o hood		
a. Went Clothier	P375.00	P350.00	P250.00	-
b. Sports Master	450.00	420.00	300.00	-
c. Topteam	550.00	450.00	380.00	-
d. 1815 th Avenue Garments		225.00	200.00	P185.00

Everyone is requested to have a university sports attire which will be worn during special occasions needing said kind of attire such as Alay Lakad, etc. Hence, to ensure that an amount has been appropriated for your sports outfit, it is suggested that a portion of your uniform allowance is retained to pay for said outfit. You are therefore requested to issue an authorization for the Cash Division to deduct the amount equivalent to the cost of the sports attire you ordered or to be ordered.

For the guidance of all concerned, the specific provisions of the General Appropriations Act is hereby quoted:

"The appropriations herein provided for all department, bureaus or agency may be used for uniform and clothing of employees at not more than P4,000 which may be given in cash or in kind subject to the discretion of the head concerned."

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPAA
OVPAF
Cash Division