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Office of the President

2 September 2004

MEMORANDUM CIRCULAR NO. 61

Series of 2004

T O: All LSU Faculty and Staff

R E: Celebration of the 104th Philippine Civil Service Anniversary

As LSU's active participation in the celebration of the 104th Philippine Civil Service Anniversary, there will be "HATAW" exercise at 4:00 P.M. every Tuesday and Thursday for the month of September at IHK grounds. Since we are part of the Civil Service, everybody is enjoined to participate in this activity. A Culmination Program will be held on September 30, 2004 at the Gymnatorium.

Aside from the "HATAW" exercise, concerned offices are requested to update their information bulletin in order for us to show to the public the kind of services that we offer to our clientele. The Information Office is likewise advised to update the Information Bulletin at the Administration Building.

Finally, the offices which have not yet posted their Service Pledge and Workflow Charts are directed to do so as soon as possible.

Please be guided accordingly.


PACIENCIA P. MILAN
President