



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

13 December 2001

MEMORANDUM NO. 170  
Series of 2001

T O: Ms. Lourdes B. Cano  
Prof. Sergio E. Abit, Sr.  
Mr. Venerando B. Jose  
All Security Guards

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- [Signature] 12/14/01

R E: Reorientation Seminar Workshop for LSU Security Guards

In order to remind our security guards of their duties and responsibilities and what are expected from them by the LSU constituents, a Reorientation Seminar Workshop for LSU Security Guards will be held on January 9, 2002. Mrs. Lourdes B. Cano is requested to act as the Training Coordinator. Due to financial constraints, local trainers should be utilized to act as lecturers/trainors during this seminar workshop.

For this purpose, Prof. Abit is requested to ensure attendance of our security guards to this seminar. A core group may be assigned to man critical posts during this period.

Please be guided accordingly.

*Handwritten signature:* Paciencia P. Milan  
PACIENCIA P. MILAN  
President

cc: Records  
File

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