



LEYTE STATE UNIVERSITY

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Office of the President

8 November 2004

MEMORANDUM NO. 254

Series of 2004

T O: Mr. Teodoro B. Managbanag *Patokhe 11-9-04*
R E: Return of Assignment at the Physical Plant Office

Due to the distance of LSU's depository bank limiting the frequency of deposit of collection to one (1) per week and the arrangement LSU have with Land Bank for the latter to deliver the money withdrawn by the University Disbursing Officer to the campus, use of J-24 by staff from the Cashier's Office can now be programmed. As noticed, there is only one travel to Ormoc per week and seldom to Baybay or Tacloban. As such, the man-hour of Mr. Managbanag is not fully maximized/utilized at present.

In view of this, you are hereby recalled back to the Physical Plant Office. You will, however, continued to provide driving services to cashier's staff. Regular maintenance work of the J-24 shall be covered by a Job Order duly issued by the Job Programmer of the PPO, thru Engr. Celso Gumaod.

During days where you have no assigned trip ticket from the Cashier's Office or when you have no job order to maintain J-24, you can be given other assignments by the Dispatcher, Job Programmer or the Motorpool Head.

Please be guided accordingly.

Use
PACIENCIA P. MILAN

President *PM*

cc: Mrs. Corazon U. Nuevo *11-9-04*
Engr. Celso Gumaod *11-9-04*
PPO
HRMDO - *11/9/04*
OVPAF - *11/9/04*
ODA - *11/9/04*
Records
File