



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

3 September 2007

MEMORANDUM NO. 153

Series of 2007

T O: Mr. Calextro O. Aure

R E: Failure to Render Requested Services

Records show that you were requested to drive the Canter last September 2, 2007 to haul food, tables, chairs and kitchen utensils to and from the Guest House to the Beach Resort. Unfortunately, you did not report causing undue damage to the service.

You are therefore directed to explain in writing of your actuations above mentioned and submit the same to this office 3 days from receipt hereof.

For immediate compliance.

PACIENCIA P. MILAN

President 

cc: HRMDO
Records
File