



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

30 June 2003

MEMORANDUM NO. 145

Series of 2003

T O: Mr. Raul Abit ✓
Mr. Audie Israel *(signature)*

R E: Violation of the No Smoking Policy

As reported, the Director for Administration personally saw that you were smoking inside the Administration Building within two meters from the "NO SMOKING" sign.

In view of this, you are hereby directed to explain in writing the reason of your disregard of the policy against smoking inside a government building.

For compliance.

(Signature)
PACIENCIA P. MILAN
President

cc: Dr. A. Tulin
Engr. P. Racho
Records
File

(Signature)