



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

28 April 2003

MEMORANDUM NO: 75

Series of 2003

T O: Engr. Climaco Espina, Jr. - *ph. 4/28/03*
R E: Submission of SY 2002-2003 Second Semester Final Grade

This office has been informed that you have not submitted until now the second semester final grade for Math 122, Math 141, Phys 21 (2 sections). Please be reminded of the 24th ADCO Meeting held on 26 April 2001 wherein faculty are given a maximum time of one month after the deadline to submit their grades after which their salaries will be withheld. The 1 month allowable period has expired but you are given until May 10, 2003 to submit your grades. Failure to do so would mean withholding of your salary starting May 15, 2003 until such time that you have submitted your grades.

For your guidance and compliance.

PACIENCIA P. MILAN
President *ph*