



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

28 October 2002


MEMORANDUM CIRCULAR NO. 66
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T O: All Faculty and Staff

R E: Request for Donations or Solicitations

It has come to my attention that there are some staff who are requesting institutions, agencies or persons for donations or solicitations. Although such initiative is for the good of the institution, this Office should be informed about these requests so that I would know what to answer when asked by the requested party. In this connection, effective immediately, all requests for donations and solicitations should be coursed through the Office of the President.

For your guidance and compliance.

for:  **PACIENCIA P. MILAN**
President 01c 10/28/02