



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

23 February 2004

MEMORANDUM CIRCULAR NO. 19
Series of 2004

T O: All Concerned Deans, Academic Department Heads and Faculty Members

R E: 25th Honors Convocation

The Leyte State University will be holding its 25th Honors Convocation on Thursday, February 26, 2004, 2:00 p.m. at the Convention Center to give due honor and recognition to students who excelled academically. We have invited Mr. Jose B. Tuyor, BSA '91, Operations Officer of the World Bank to be our guest speaker.

In this connection, please make yourself available and be present during the said convocation to give moral support to our honorees. Your presence would certainly inspire them as they receive their Certificate of Honor.

Thank you for your usual cooperation.


PACIENCIA P. MILAN
President

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte
OFFICE OF STUDENT AFFAIRS



February 20, 2004

Dr. Manuel K. Palomar
Vice-President for Academic Affairs
Leyte State University
Visca, Baybay, Leyte

Dear Dr. Palomar:

In connection with the 25th Honors Convocation which will be held on February 26, 2004-2:00 P.M. at the University Convention Center, we would like to request your presence and to assist the University President in giving the plaque of appreciation to our guest speaker.

May we further request your office to issue a memorandum regarding this activity for the information of all concerned.

Thank you.

Very truly yours,

CHONA A. BRIT
Scholarship In-charge

Noted:

AURORA S. ALKUNO
Dean of Students