



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

20 February 2004

MEMORANDUM NO. 57

Series of 2004

**T O: Mr. Jaime B. Berondo
Mr. Neil Edchel T. Libres**

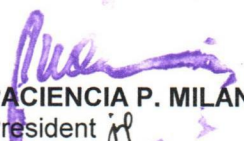
R E: Work Schedule

ntb/ptm 2/23

In order to better serve the interest of the university particularly in the protection of the resources of the LSU forest reserve, you are hereby allowed to work on a flexible-time scheme to cover your patrolling operation on weekends and beyond the regular office hours during weekdays. Your flexible time schedule which shall take effect immediately is as follows:

Name	Work Days in a Week	Reporting Time
Jaime B. Berondo	Monday, Tuesday, Thursday, Friday	9:00 am – 6:00 pm
	Saturday	8:00 am – 5:00 pm
Neil Edchel T. Libres	Sunday, Monday, Tuesday, Wednesday, Thursday	8:00 am – 5:00 pm

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Ms. T. L. Quiñanola *- 2/23/04*
Dr. J. M. Alkuino, Jr. *2/23/04*
Dr. E. O. Mangaoang *2/23/04*
Dr. T. A. Patindol *2/23*
Records
File