



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

21 August 2001

MEMORANDUM NO. 116
Series of 2001

T O: Prof. Efren Saz *[Signature]*
Ms. Lourdes Cano *[Signature]*
Ms. Teresita Quiñanola *- 8/22/01 my*

R E: Reconstitution of the Personnel Audit Committee

Please constitute yourselves into the revised Personnel Audit Committee.

Please start your audit work the soonest time possible so that we will have basis to pull out excess or underloaded staff from a certain unit and deploy him in understaffed or newly created unit of the university.

Please be guided accordingly.

[Signature]
PACIENCIA P. MILAN
President *cc/1*

cc: Records
File