



# LEYTE STATE UNIVERSITY

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*Office of the President*

9 October 2006

**MEMORANDUM NO.** 200

Series of 2006

**T O: All Security Guards Assigned at Post No. 1 & 2**

**R E: Lax Implementation of the Motorless Friday Policy**

It has been reported that there are LSU employees/staff that violate our internal policy on motorless Friday. To ensure strict implementation of this policy, you are hereby directed to do the following:

1. Exemption of the motorless Friday policy should only be allowed if there is prior approval from the Office of the President.
2. Trip tickets prepared on a weekly basis should no longer be allowed.

In addition, please conduct spot checking of vehicles roaming around the campus to ensure that said vehicles are dispatched based on an approved ticket.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**

President