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Office of the President

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MEMORANDUM CIRCULAR NO. 48

Series of 2005

TO: ALL LSU CONSTITUENTS

R E: Guidelines Governing the Implementation of the Carless/Motorless Day Every FRIDAY at the Leyte State University

In furtherance of MEMORANDUM CIRCULAR No. 44, s. 2005, the University Administrative Council (UADCO) on the occasion of the 51st UADCO Meeting held last 07 October 2005 at the 2nd Floor of the Center for Continuing Education, LSU, Baybay, Leyte, designated the carless/motorless day as MOTHER EARTH DAY and formulated guidelines to ensure the smooth implementation of measures for this special day.

MOTHER EARTH DAY GUIDELINES

1. The MOTHER EARTH Day shall be implemented every FRIDAY from 7:00 AM until 5:00 PM.
2. All LSU vehicles without valid trip tickets are strictly prohibited from leaving their respective official garage/parking areas;
3. Only inter-office messengerial services (motorcycles only) with valid trip tickets will be permitted to travel around the campus.
4. All public utility vehicles (multicabs, buses, jeepneys and the like) are prohibited from entering the LSU campus from 7:00 AM until 5:00 PM.
5. Visitors from other government agencies using government vehicles have to secure permission from the Office of the President in order to enter the campus and transact business. Prior arrangements with the Office of the President may be done to avoid delays by calling (053) 335-2601.

6. Private persons/visitors/guests coming from outside Baybay may be permitted to enter the campus under the following conditions:
 - a. to purchase plants and other products from LSU;
 - b. to deliver important supplies and equipment to LSU;
 - c. to deliver documents/surface mail to LSU offices/households;
 - d. to conduct inspection and service repairs on LSU facilities;
 - e. if they are senior citizens with valid Senior Citizen Identification cards; and
 - f. if they are physically handicapped.
7. Field trip participants are advised to walk around the campus during this day and that their vehicles be parked along designated parking areas. However, if the itinerary includes a to visit Molave Hill, said PU vehicles of field trip participants may be permitted to enter the upper campus but only for carrying their passengers to MOLAVE HILL on the most direct route and back to the designated parking area. In no case shall said PU vehicles be allowed to loiter around the campus.
8. Vehicles bringing in pre-school and elementary school children for a Field Trip to the University shall be allowed to enter University premises.
9. All LSU employees and students with motor vehicles are strongly advised to forgo using their cars/motor vehicles every Friday and **WALK for Mother Earth** during this day. However, in the following cases, said LSU employees may be allowed to use their motor vehicles:
 - a. if they are carrying heavy loads to and from the office;
 - b. if they are physically handicapped; and
 - c. if they are suffering from health-related problems as certified by the University Physician.
10. During inclement weather and whenever heavy rains occur on Fridays, only privately owned cars/motor vehicles and public utility vehicles may be allowed to freely enter the campus. However, all LSU vehicles **without** valid trip tickets are strictly confined to their respective garage/parking areas.

For the information and guidance of all.


PACIENCIA P. MILAN
President