



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

5 May 2003

MEMORANDUM NO. 94

Series of 2003

T O: College Deans of Isabel, Alang-alang, Villaba & Tolosa Campuses

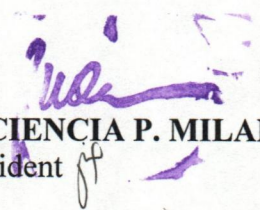
R E: Seminar on Career & Personality Development for Clerks and Other Administrative Staff

This is to inform you that the main campus will conduct a two-day Seminar on Career and Personality Development for Clerks and Other Administrative Staff on May 19-20, 2003 (first batch) and May 21-22, 2003 (second batch).

Please send your participants in either of the batches. To defray the cost of their snacks, meals and accommodation, they will be charged a minimal registration fee of Six Hundred Pesos (P600.00) charged to your College's appropriations.

Kindly confirm your staff's attendance direct to the Office of the Director for Administration, with tel. no. 335-2609 not later than May 16, 2003.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. L. B. Cano, Director for Administration - given to DDA 5/7/03
Records
File