



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

23 June 2004

MEMORANDUM NO. 175

Series of 2004

T O: Dr. Rolando H. Arpilleda - *6/25/04*
Dr. Zosimo M. dela Rosa
Prof. Rosa Ophelia D. Velarde
Ms. Milagrosa L. Gamotin *6/25/04*
Ms. Asteria A. Sevilla — *ok*

R E: Fact-Finding Investigation Relative to the ViSCA Bookstore

With Dr. Rolando H. Arpilleda as Chairperson and Ms. Asteria A. Sevilla as Secretary, please constitute yourselves into a committee to conduct an investigation regarding the handling of cash and books of the ViSCA Bookstore by Ms. Marilyn Orquilla.

Ms. Orquilla has been directed to submit various records and documents to Mrs. Gamotin for audit but to no avail, hence, this investigation.

Please submit your report and recommendations to this office not later than August 31, 2004.

ira
PACIENCIA P. MILAN

President *pf*