



# LEYTE STATE UNIVERSITY

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*Office of the President*

7 February 2006

## MEMORANDUM CIRCULAR NO. 10


Series of 2006

**T O: All Concerned**

**R E: Dispatching LSU Vehicles and Approval of Trip Tickets**

In line with the reorganization and to effect more efficient delivery of services, effective February 16, 2006, dispatching of LSU vehicles and approval of trip tickets shall be at the Office of the Vice President for Administration and Finance. Dr. Alkuino is requested to devise ways and means by which LSU can save on expenses for fuel and repair of vehicles by merging trips to airports and wharfs and official businesses to Tacloban City for purposes other than conducting LSU constituents to the airport. Please prepare trip requests earlier so merging shall be possible.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Dr. Jose M. Alkuino, Jr.  
OVPAF  
Records  
File