



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

26 November 2001

MEMORANDUM CIRCULAR NO. 76
Series of 2001

T O: **All Faculty and Staff**
R E: **PASKO nAPO sa LSU**

In order to generate funds to augment LSU's limited budget for its maintenance and operating expenses, there is a need for the university to engage in fund-raising or other income generating activities. As such, we are sponsoring the APO Hiking Society and Ms. Judith Banal in a concert "**PASKO nAPO sa LSU**" on December 14, 2001 at 8:00 PM in the LSU Gym.

We would like to have your full support for this activity. In this connection, you are all requested to purchase ticket(s) for the said concert.

Please fill out the attached sheet for the tickets you will purchase which are prized at P500, P300 and P200 and submit it to the Cashier's Office on or before December 3, 2001.


PACIENCIA P. MILAN
President



LEYTE STATE UNIVERSITY

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Date

AUTHORIZATION

Ms. Corazon U. Nuevo
Cashier
LSU, Baybay, Leyte

Dear Ms. Nuevo:

We, the undersigned personnel hereby authorize you to deduct from whatever benefits/salary due us, our payment for the purchase of tickets for the concert **"PASKO nAPO sa LSU"**.

Name	Signature	No. of Ticket	Ticket Prize	Total Amount

Noted:

NERELITO P. PASCUAL
Vice President for Administration