



# LEYTE STATE UNIVERSITY

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*Office of the President*

14 March 2003

## MEMORANDUM NO. 53


Series of 2003

**T O: Dr. Nelen P. Lambert**

**R E: Guest House Office**

In view of the alleged loss of one Official Receipt at the Guest House, you are hereby directed to see to it that accountable forms particularly official receipts are kept at a secured place to avoid occurrence of same incident. Also, you are requested to keep the GH Office closed/locked especially if staff are out of the office and attending to visitors.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President