



LEYTE STATE UNIVERSITY

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Office of the President

14 January 2005

MEMORANDUM NO. 16

Series of 2005

**T O: Ms. Elvira Sabulao
Ms. Gilda Cayanong**

R E: Long Outstanding Cash Advances of LSU-Tolosa Campus

Records at the Accounting Office show that there are long outstanding cash advances of the LSU Tolosa Campus which remained unsettled and therefore, will show in the university's financial statement as of December 31, 2004.

Since you are parties to these cash advances, you are hereby directed to personally work for their settlement. This can be done if you come and temporarily stay at the main campus while still working on the liquidation. As a consequence, you shall be temporarily relieved of your present functions at Tolosa Campus.

This order shall take effect February 1, 2005 until the liquidated cash advances as appearing in the books shall have been settled.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. Roberta Lauzon