



LEYTE STATE UNIVERSITY

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Office of the President

12 September 2005

MEMORANDUM NO. 241
Series of 2005


**T O: Prof. Milagros Bales
Prof. Mario Baliad
Dr. Lutgarda Palomar
Prof. Algerico Mariscal
Dr. Alice Acabal
Ms. Teresita Quiñanola**

**R E: Ad Hoc Committee to Prepare and Participate in the Service Fair on
September 21-23, 2005**

With Prof. Milagros Bales as Chairperson, please constitute yourselves into an Ad Hoc Committee to plan out LSU's participation in the Service Fair which will be conducted by the Civil Service Commission on September 21-23, 2005 at the Leyte Auditorium.

In order to make our booth attractive to its clients, saleable products from PhilRootcrops, DFST, Tolosa Campus and our well-known plants for sale should be considered and included in the over-all plan aside from making available to the public, courses offered by the main and external campuses. In addition, please maximize the services of our LSU Alang-alang and Tolosa Campus personnel especially to assist in manning the booth during the fair because of their proximity to Tacloban City. Ms. Quiñanola shall provide the link with CSC personnel especially if there are concerns and other items needed from CSC to make our booth attractive and well visited by the public.

Please be guided accordingly.


PACIENCIA P. MILAN
President 