



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

16 January 2003

MEMORANDUM NO. 16

Series of 2003

**T O: Dr. Nelen P. Lambert
Dr. Emma S. Data**

R E: Center for Continuing Education (CCE) Reservations

Effective immediately, Dr. Lambert will be in-charge of accepting reservations for the use of the first floor of the CCE while that of the second floor will be Dr. Data. Clearance from the Office of the President should first be secured however, before the final approval of the reservations and hiring of personnel for the maintenance of the said building are made.

Upon reservation, 50% down payment should be made as deposit and the remaining 50%, before the conduct of the affair. Cancellation of reservations entitles the requesting party only 25% refund of his/her deposit.

All payments should be made at the LSU Cashier.

For your compliance and guidance.


PACIENCIA P. MILAN
President 

cc: Ms. E. Bestil
Cash
File