



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

10 June 2002

**MEMORANDUM NO:** 147

Series of 2002

**T O: Dean, LSU Alang Alang Campus**  
**Dean, LSU Isabel Campus**  
**Dean, LSU Tolosa Campus**  
**Dean, LSU Villaba Campus**

**R E: Holding of Saturday and Special Classes**

Please submit to the OP/OVPAA all arrangements or requests for holding Saturday or Special Classes (those that do not fall within the regular class time) for SY 2001-2002 and SY 2002-2003. Indicate the course and its description, its schedule, the instructor/professor handling the course and the requesting party. This shall be used for computation of workload and justification of additional budget for Y2003 based on the past two years' records.

For your compliance on or before 1 July 2002.

  
**PACIENCIA P. MILAN**  
President, LSU System