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Office of the President

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MEMORANDUM CIRCULAR NO. 1

Series of 2007

T O: All LSU Faculty, Staff and Employees

R E: Change of Schedule of the HATAW

Please be informed that effective immediately, the HATAW schedule is moved to every Friday, from 3:00 – 5:00 p.m. due to scheduled classes at 4:00 – 5:00 p.m. TTH.

In order to encourage more participation, Prof. Aleli Villocino of the Institute of Human Kinetics, is hereby directed to prepare different HATAW activities which may include but are not limited to the following provided that one IHK staff shall be assigned as activity coordinator:

Taichi
Tennis

Taebo
Badminton

Sumba
Ballroom Dancing

Volleyball

Prof. Villocino is likewise directed to submit the list of activities to be implemented during the Friday HATAW and the names of the coordinator per activity. HATAW Coordinators are requested to get the attendance of employees who joined the HATAW for HRMDO records to be available anytime upon inspection by authorized personnel of the university or the Civil Service Commission. An activity without an IHK personnel coordinator will no longer be allowed by this office.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Prof. Aleli Villocino
Records
File