



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

4 April 2002

MEMORANDUM NO. 94
Series of 2002

T O: All Department Heads/Faculty Members

R E: Summer Classes

Please be informed that effective Summer 2002 only those who are on **Vacation-Sick Leave** status shall be allowed to teach regularly-offered and requested subjects. Furthermore, requested subjects by graduating students and/or those who will go on field practice or practice teaching shall be approved for offering this summer. All existing rules as to the minimum number of students, class time, etc. shall apply.

For your guidance and compliance.


PACIENCIA P. MILAN
President *wc 4/4/02*