

## **LEYTE STATE UNIVERSITY**

Visca, Baybay, Leyte 6521-A **Philippines** Telefax: 053-3352601

Office of the President

6 January 2003

MEMORANDUM NO. 7

Series of 2003

Mr. Julian Cristinito Piol T

R E: Temporary Manning Post No. 2

Please be informed that the undersigned is calling a meeting with all Security Guards tomorrow, January 7, 2003 at 4:00 p.m.

In view of this, you are hereby directed to man Post No. 2 tomorrow starting at 4:00 p.m. to allow the guard on duty to attend the meeting called by the undersigned.

You shall be relieved immediately after our meeting is adjourned.

For your compliance.

PACIENCIA P. MILAN
President oc 1/6/03

OVPAF
ODA
Dr. J. S. Labra
Engr. M. B. Loreto
Mr. V. B. Jose
Security Office
Records
File