



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

30 May 2003

MEMORANDUM NO. 113

Series of 2003

T O: Mrs. Milagrosa L. Gamotin

Ans. 6/3/03

R E: LSU Hostel Collection

You are requested to assist the LSU Hostel to be able to fully remit its cash collections by conducting a cash count to enable them to establish the amount due for remittance.

Please consider June 15, 2003 as the cut-off date to guide you in doing your job.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc:

OVPAF

IGPO

Records

File