



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

3 November 2003

MEMORANDUM NO. 238

Series of 2003

- T O: Vice President for Administration and Finance**
Vice President for Research and Extension *JRP 11/4/03*
- R E: Grievance Committee for Administration & Finance and for Research & Extension**

Just like all the Colleges, you are also directed to create your own grievance committee which will be reoriented by the University Grievance Committee of its role and function in dispute settlement.

As a policy, grievances in your area of jurisdiction should be settled by your respective grievance committees. Only grievances which fail to be settled in your level will be forwarded to the university grievance committee.

Attached please find a copy of the LSU grievance machinery. Please submit the names of the chairman and members of your grievance committee to the Office of the Director for Administration not later than November 7, 2003. An orientation among the local grievance committees will be scheduled as soon as possible. Your recommendees are hereby enjoined to attend the orientation.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President *jp*

cc: Office of the Director for Administration *20 11/4*
Chairperson, University Grievance Committee
HRMDO *11/4*
Records *11/4/03*
File