



**VISAYAS**  
STATE UNIVERSITY

**ECO-FARM AND  
RESOURCE MANAGEMENT  
INSTITUTE**

May 26, 2025

Atty. Rysan G. Guinocor  
Head, JMS  
VSU, Baybay City, Leyte

Subject: Response to Show Cause Notice – Failure to Leave Office Keys on May 19 and 20 2025

Dear Atty. Guinocor,


I am writing to acknowledge receipt of the show cause notice regarding my failure to leave the office keys at the guard post on May 19 and 20, 2025.

I sincerely apologize for this mistake. It was unintentional and happened because we had to duplicate the keys first for faculty's copy in case they needed to be at the office for urgent matters.

I understand the importance of complying with the security protocols, and I recognize that my actions cause some inconvenience. I'll take full responsibility and will make sure that it doesn't happen again. With this, I will be more alert, set reminders and always double-check my end-of-day responsibilities.

Thank you for understanding and I assure you of my commitment of maintaining proper procedures in the future.

Very truly yours,

  
**JONEL H. ABABAT**  
*Utility/Messenger, Eco-FARMI*



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

Visayas State University, PQWV+X76 Baybay City, Leyte  
Email: [ecofarmi@vsu.edu.ph](mailto:ecofarmi@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1040



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Page 1 of 1  
**FM-VSU-03**  
V4 01-23-2025  
No.



**VISAYAS**  
STATE UNIVERSITY

**JANITORIAL AND  
MESSENGERIAL  
SERVICES**

May 20, 2025

Mr. Jonel Ababat  
Eco-Farmi, Utility/Messenger

**Show Cause Order**

Subject: Show Cause Order for Violating OP Memorandum Circular No. 152 Series of 2025.  
– **Failure to Leave Office Keys at the Guard Post**

It has come to the attention of this office that on May 19, 2025 you failed to comply with the directive stated in the official Office of the President (OP) Memorandum order dated **May 14, 2025**, which clearly requires all personnel to leave their office keys at the designated guard post upon leaving the university.

Your failure to adhere to this procedure constitutes a direct violation of the established office protocols and compromises the security and accountability measures put in place.

In view of the foregoing, you are hereby directed to show cause in writing within seventy-two (72) hours from receipt of this order why no disciplinary action should be taken against you for the said violation. Your explanation should include any justification or relevant facts that may mitigate the circumstances surrounding your non-compliance.

Failure to provide a satisfactory explanation within the prescribed period shall be construed as a waiver of your right to be heard, and the office will be constrained to proceed with appropriate administrative sanctions in accordance with VSU rules and regulations.

For your strict compliance.

Very truly yours,

  
Rysan C. Guinocor  
Head, JMS

May 21, 2025

Mr. Jonel Ababat  
Eco-FARMI, Utility/Messenger

### Show Cause Order

Subject: Show Cause Order for Violating OP Memorandum Circular No. 152 Series of 2025.  
– **Failure to Leave Office Keys at the Guard Post**

It has come to the attention of this office that on May 20, 2025 you failed to comply with the directive stated in the official Office of the President (OP) Memorandum order dated **May 14, 2025**, which clearly requires all personnel to leave their office keys at the designated guard post upon leaving the university.

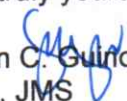
Your failure to adhere to this procedure constitutes a direct violation of the established office protocols and compromises the security and accountability measures put in place.

In view of the foregoing, you are hereby directed to show cause in writing within seventy-two (72) hours from receipt of this order why no disciplinary action should be taken against you for the said violation. Your explanation should include any justification or relevant facts that may mitigate the circumstances surrounding your non-compliance.

Failure to provide a satisfactory explanation within the prescribed period shall be construed as a waiver of your right to be heard, and the office will be constrained to proceed with appropriate administrative sanctions in accordance with VSU rules and regulations.

For your strict compliance.

Very truly yours,

for  Rysan C. Guinocor oic  
Head, JMS 01c  
05/21/25