

September 26, 1997

MEMORANDUM NO. 95
Series of 1997

T O: Mr. Ricardo J. Gonzaga, Jr.
Mr. Alex O. Elorcha *JO 9/29*

R E: Violation of VSF Disciplinary Rules and Procedures

You have been found to have violated the VSF Disciplinary Procedures as follows:

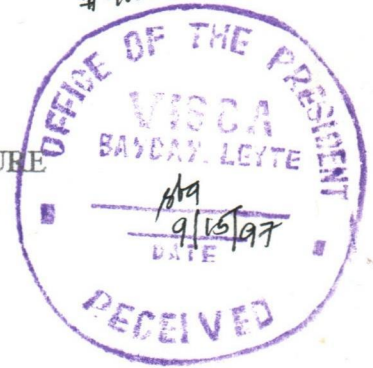
1. Mr. Ricardo J. Gonzaga, Jr. - Sleeping on post, negative contact for failure to ring the bell;
2. Mr. Alex O. Elorcha - Sleeping on post/area of duty and listening to radio.

Since both of you committed the violation for the first time, you are hereby meted the penalty of **REPRIMAND**. Subsequent violations shall be dealt with accordingly.

[Signature]
SAMUEL S. GO
President *HSA*

cc: Dr. Zosimo de la Rosa - *Jul 9/29*
Personnel Office - *9/29/97*
Records - *WJ 9/29*
File

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte




1st Indorsement
September 10, 1997


Respectfully forwarded to the College President thru the Vice President for Administration the attached report as submitted by Mr. Venerando Jose, Security Officer, regarding some security guards violating the VSF Disciplinary Procedures with the information that immediately after receipt of said report, this office called a conference among the guards concerned and Mr. Jose. During the conference, however, we found out that no violation was committed by Mr. Gilbert Tiempo and Mr. Pedro Bagarinao because they were just in the other side of their area of responsibility during Mr. Jose's inspection. Regarding Mr. Alex Elorcha and Mr. Ricardo Gonzaga's case, they admitted having committed some violations as shown in the attached waiver they signed.


In view of this, it is recommended that Mr. Gonzaga and Mr. Elorcha be meted the corresponding penalty for their violation as follows:

	<u>Violation</u>	<u>Penalty</u>
1. Mr. Ricardo Gonzaga	Sleeping on post, Negative contact for failure to ring the bell	Reprimand
2. Mr. Alex Elorcha	Sleeping on post/ area of duty and listening to radio	Reprimand

It is further recommended that subsequent violation be dealt with accordingly.


LOURDES B. CANO
Administrative Officer V

Recommendation Approved:


APPROVED:

SAMUEL S. GO
PRESIDENT

ViSCA Security Force Service Unit
ViSCA, Baybay, Leyte

Office of the Chief Security Officer

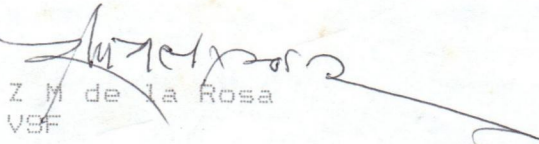
July 17, 1997

MRS. L.B. CANO
Administrative Officer V

Dear Mrs. Cano,

Attached herewith is a duplicate copy of the report of the security officer, Mr. V. Jose, dated July 4, 1997 addressed to the undersigned. Definitely this will serve as basis for further disciplinary action.

Very truly yours,


Z M de la Rosa
VSE

Office File