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Office of the President

21 November 2011

MEMORANDUM CIRCULAR NO. 65

Series of 2011

T O: To All College Deans, Department Heads, and Center/Institute Directors

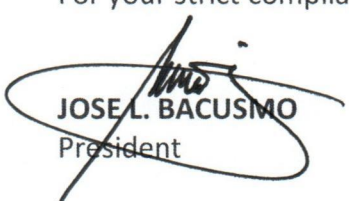
R E: Submission of Daily Attendance Records and Wearing of Daily Office Uniform of Faculty Members

Pursuant to OP Memorandum Circular No. 53, series of 2010 requiring all faculty members to record their daily attendance in the Attendance Logbook and OP Memorandum Circular No. 32, series of 2011 reminding all faculty member to record their daily attendance and to wear uniform, you are directed to submit summarized reports of the daily attendance and wearing of uniform of faculty members, of your respective college/department/center/institute covering the period January to October 2011 to be supported by photocopy of the logbook reflecting their attendance.

All clerks of colleges, departments, centers, and institutes are directed to assist their respective heads in preparing the report and submit the same to this office, through the Personnel Records and Performance Evaluation Office (PRPEO), not later than 10 December 2011 for consolidation and appropriate action.

You are also directed to remind all faculty members in your college/department/center/institute to conscientiously record their daily attendance as provided for under Sec. 2, Rule XVII of the Omnibus Rules Implementing Book V of EO 292 and to wear the appropriate daily office uniform as provided for under CSC MC No. 14 s. 1991. Effective December 2011, you may revise your attendance sheet to incorporate the recording of the wearing of uniform

For your strict compliance.


JOSE L. BACUSMO
President