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Office of the President

11 July 2007

MEMORANDUM NO. 128

Series of 2007

T O: All Security Guards

R E: Recording of Critical Incidents in Your Logbook

It has been noted that not all incidents are recorded in your respective post logbooks. These incidents should include coming in and out or passing by in your posts of employees and outsiders especially during off hours or during Saturdays/Sunday and holidays.

Please be informed that your logbook is like a surveillance camera which serves as piece of evidence when necessary. It provides information as to what transpired during your tour of duty which could help resolve any controversy, if any.

You are therefore reminded to religiously comply with this order. You may be administratively liable for neglect of duty for failure to do so.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Engr. Celso F. Gumaod
ODA
Records
File