

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte  
**OFFICE OF THE PRESIDENT**

January 26, 1998

**MEMORANDUM NO. 7**  
Series of 1998

1142/f Pgtayn.  
1-27-98

**T O: Security Guards on Duty at the Administration Building**

**R E: Recording of Undertime**

As directed, all employees who will come in beyond 8:00 a.m. and 1:00 p.m. excluding those who are holding academic positions will be recorded in your Logbook. In addition, you are hereby directed to record any occupant of the Administration Building who will be out before the official time of leaving the office which is 12:00 noon and 5:00 p.m.

For strict compliance.

**SAMUEL S. GO**  
President

cc: OVPA - W/Chap8  
OAA - 3  
File