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Office of the President

15 February 2005

MEMORANDUM NO. 40

Series of 2005

T O: Mr. Chito Leonor

[Signature] 2/24/05

**R E: Non-Compliance with the Requirement to Record Attendance
in the Logbook**

This office is informed that you are not regularly recording your attendance in the logbook even if you are not on dispatch. As such, you have no basis to indicate your attendance in your Daily Time Record.

Effective immediately therefore, you are directed to record your attendance in the logbook provided in your office if you are not on travel. Any record of attendance not reflected in the logbook will be understood that you are on official travel. As such, a copy of your trip ticket will be required to support entries in your DTR.

For guidance and compliance.

[Signature]
PACIENCIA P. MILAN

President *[Signature]*

cc:

OVPRE
HRMDO
ODA
Records
File

[Signature] 2/24/05