



VISAYAS STATE UNIVERSITY

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Office of the President

3 December 2007

MEMORANDUM NO. 218

Series of 2007

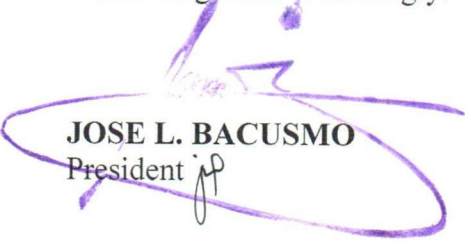
T O: Mr. Gil Impas

R E: Written Explanation Why You Should Not Be Charged for Habitual Tardiness

In the post audit conducted by the representatives from the Civil Service Commission last May 28 – 30, 2007, the scrutiny of your leave card show that you were tardy for more than ten (10) times a month for two (2) months for the year 2006 and two (2) months for the period January to April 2007.

You are therefore given five (5) days from receipt hereof to explain why you should not be charged for habitual tardiness.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Registrar's Office
HRMDO
ODA
Records
File