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# LEYTE STATE UNIVERSITY

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*Office of the President*

7 October 2002

## MEMORANDUM NO. 219

Series of 2002

**T O:** Ms. Lourdes B. Cano  
Ms. Norma V. Cala  
Ms. Teresita L. Quiñanola  
Ms. Winefreda T. Oclinaria

*10/9/02*  
*10-9-02*

**R E:** Ad Hoc Committee

With Ms. Lourdes B. Cano as Chairperson and Ms. Winefreda T. Oclinaria as Recording Secretary, please constitute yourselves into a committee to study how to improve the present system of monitoring attendance of administrative staff and identifying who are habitually tardy for counseling purposes. The committee is also requested to submit the recommendation how a deserving staff be given other forms of incentives if possible.

Please submit your report and recommendation not later than November 15, 2002.

Please be guided accordingly.

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**  
President