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Office of the President

7 October 2015

MEMORANDUM NO. 175

Series of 2015

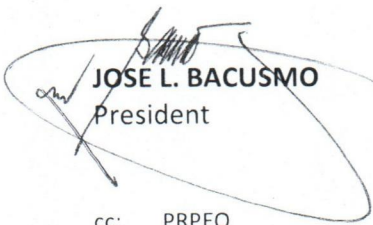
T O: Ms. Dorcas B. Dela Torre
Accounting Division

R E: Habitual Tardiness

Please be advised that based on CSC MC No. 23, s. 1998 and under Section 22 Rule 14 of the Civil Service Law which states that "Officers or employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or at least two (2) months in a semester should be subject to disciplinary action."

Based on record, you have been tardy/late for not less than ten times for the months of January; May to July; September to December 2014. In this connection, you are warned not to incur tardiness again for more than ten (10) times in a month, otherwise you will be subjected to disciplinary action which is suspension for six months and one day to one (1) year for 1st offense and dismissal for second offense.

For your information and guidance.


JOSE L. BACUSMO
President

cc: PRPEO
Records
File