



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A  
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

---

*Office of the President*

3 December 2007

**MEMORANDUM NO. 213**

Series of 2007

**T O: Ms. Jeanette Israel**

**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 from 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: Budget Office  
HRMDO  
ODA  
Records  
File